



August 21, 2017

Finance Committee Meeting: 3:30 p.m.

Board Members--Dr. John Agle, Mr. Jeff Caivano, Mr. Jamie Callan, Mrs. Pamela Mustovich
Administrators--Mr. Steve Clark, Treasurer; Mr. Chris James, Executive Director; Ms. Michelle Patrick, Superintendent.

1. Discussed proposed change to Board Policy 6230 to permit the Superintendent and Treasurer to sign contracts under \$5000.00
2. Discussed concern expressed about changes in Treasurer's Office operations.
3. Discussed on-line requisition system.
4. Discussed increasing petty cash limit for the Treasurer to \$100.

Board of Education Meeting: 5:00 p.m.

BOARD of EDUCATION MEETING MINUTES

I. OPENING:

- A. **The meeting was called to order by Board President Mr. Jamie Callan at 5:00 pm in the Springfield-Clark CTC Board of Education Conference Room**
- B. **Mr. Callan led the board in the Pledge of Allegiance**

C. Roll Call of Board of Education Members

Present:

Dr. John Agle, Clark Co. ESC, Term: 1/9/2017–2020 Organizational Meeting

Mr. Jeff Caivano, Northeastern Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Mr. Jamie Callan, Springfield City Schools, Term: 1/9/2017–2020 Organizational Meeting

Mr. Shawn Jackson, Southeastern Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Mr. Ed Leventhal, Springfield City Schools, Term: 1/9/2017–2020 Organizational Meeting

Mrs. Pamela Mustovich, Northwestern Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Dr. Susan Page, Clark-Shawnee Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Absent:

Mrs. Becky Hale, Greenon Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Mrs. Corinne Scott, Tecumseh Local Schools, Term: 1/9/2017–2020 Organizational Meeting

Also Present:

Ms. Michelle Patrick, Superintendent; Mr. Steven Clark, Treasurer

D. Welcome/Recognition of Guests

CTC staff present: Libbee Hasting, Chris James, Nate Lasso, Jennifer Shaffer, Lauren Sanders, Jenni Smith, Jeff Thoman, Amy Wesley.

New CTC hire on agenda for approval: Jessica Alt (Computer Networking & Cyber Security instructor).

II. BOARD/DISTRICT COMMUNICATIONS

A. Board Reports

B. Press/Media/Community

Michelle Patrick reported to the board on the Clark Co. Fair exhibitors that CTC contributed to, various thank you letters received, COMMIT design/shirts created by Digital Media, & Local TV 4 Fall Sports Posters.

III. NEW BUSINESS

SCCTC RESOLUTION NUMBER: 40-17 – Adoption of Minutes of Previous Meeting:

Mr. Shawn Jackson moved to adopt the Minutes of the June 26, 2017 Board of Education meeting, as presented. Dr. Susan Page seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Jackson, Leventhal, Mustovich, Page

Absent: Hale, Scott

Motion carried, 7-0.

SCCTC RESOLUTION NUMBER: 41-17 – Adoption of Financial Consent Calendar, Items A-C.

Mr. Jeff Caivano moved the Board of Education accept action on the Financial Consent Calendar, Mrs. Pamela Mustovich seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Jackson, Leventhal, Mustovich, Page

Absent: Hale, Scott

Motion carried, 7-0.

- A. Approved June 2017 Financials
- B. Approved July 2017 Financials
- C. Approved June 30, 2017 Advances as presented

SCCTC RESOLUTION NUMBER: 42-17 – Adoption of Administrative Consent Calendar: Items A-I.

Mr. Shawn Jackson moved the Board of Education accept action on the Administrative Consent Calendar, Dr. John Agle seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Jackson, Leventhal, Mustovich, Page

Absent: Hale, Scott

Motion carried, 7-0.

A. COMMITTEE APPOINTMENT

- 1. Approved Michelle Patrick, Superintendent, to serve on the following Board of Education sub-committees for 2017: Curriculum Committee, Facilities Committee, and Finance Committee
- 2. Approved Jeff Caivano to serve on the following Board of Education sub-committee for 2017: Finance Committee
- 3. Approved Chris James to serve on the following Board of Education sub-committee for the 2017-18 school year: Finance Committee

B. TEXT BOOKS

A first reading was held June 26, 2017

- 1. Approved texts for Computer Programming & Game Design: Concepts of Data Base Management, published by Cengage Learning, ISBN# 9781285427102, AND Microsoft Office 365, Computer Concepts + Office 2016, published by Cengage Learning, ISBN# 9781305879041, for use beginning in the 2017-18 school year.
- 2. Approved text for Social Studies World History: World History & Geography Modern Times, published by McGraw-Hill, ISBN#9780076647385, for use beginning in the 2017-18 school year.
- 3. Approved text for Dental Assisting: Dental Terminology, Third Edition, published by Cengage Learning, ISBN# 139781133019718, for use beginning in the 2017-18 school year.

C. AFFILIATION AGREEMENT RENEWAL

1. Approved the renewal of the Affiliation Agreement between Springfield-Clark CTC and Tri-Rivers Educational Computer Association (TRECA) to provide the resources necessary for CISCO Academy certification for SCCTC Cyber Security & Networking students, effective for the 2017-18 school year.

D. STUDENT INSURANCE

1. Approved Student Protective Agency, to provide student accident insurance program information for SCCTC students for the 2017-18 school year.

E. ADVISORY COMMITTEE MEMBERS

1. Approved Advisory Committee Members for Career Tech programs for the 2017-18 school year.

F. OUT-OF-STATE TRAVEL

1. Approved Ross Lunsford, as a presenter, (retroactively) to attend the High Schools That Work (HSTW) Annual Staff Development Conference, in Nashville, TN, July 12-15, 2017. HSTW funds were utilized for this trip.
2. Approved Chris James to attend the ACTE Best Practices Conference in conjunction with the New & Aspiring Superintendent Academy, in Albuquerque, NM, September 27-29, 2017. Perkins funds will be utilized for this trip.
3. Approved Michelle Patrick and Chris James to attend the ACTE National Policy Seminar, in Washington, DC, March 5-7, 2018. Perkins funds will be utilized for this trip.

G. STAFF HANDBOOK

1. Approved the SCCTC Staff Handbook as presented, effective beginning in the 2017-18 school year.

H. CONTRACT SERVICES

1. Approved Angela Reese for Contract Services as the Nurse Assisting Program Coordinator for the 2017-18 School year, at \$27.00/hour, not to exceed 250 hours. The Program Coordinator is required by the Ohio Dept. of Health for student preparation for state assessment.

I. NEOLA POLICY UPDATE

1. Approved Policy 5200 Truancy (updated per state law)

SCCTC RESOLUTION NUMBER: 43-17 – Adoption of Administrative Item J

Mrs. Pamela Mustovich moved the Board of Education accept action on Administrative Item J, Mr. Shawn Jackson seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Jackson, Leventhal, Mustovich, Page

Absent: Hale, Scott

Motion carried, 7-o.

- J. RENEWAL OF TRANSPORTATION AGREEMENT:**
Approved the renewal of a Service Agreement between Springfield-Clark CTC and the Greenon Local School District to provide bus transportation services for Springfield-Clark CTC, effective July 1, 2017 through July 31, 2018.

SCCTC RESOLUTION NUMBER: 44-17 – Adoption of Administrative Item K

Mr. Shawn Jackson moved the Board of Education accept action on Administrative Item K, Dr. John Agle seconded the motion.

Roll call: Ayes: Agle, Callan, Jackson, Leventhal, Mustovich, Page

Abstain: Caivano

Absent: Hale, Scott

Motion carried, 6-o.

- K. Approved a Memorandum of Understanding to the negotiated agreement between the Springfield-Clark CTC Board of Education and the Clark County Vocational Association of School Employees, as settlement of a grievance filed on behalf of custodians related to the assignment of overtime to custodians, effective July 1, 2016 through June 30, 2019, constituting a full and complete understanding of the parties concerning the matter contained within.**

**Mr. Shawn Jackson exited the meeting at 5:20 p.m.*

SCCTC RESOLUTION NUMBER: 45-17 – Adoption of Administrative Item L

Dr. John Agle moved the Board of Education accept action on Administrative Item L, Mrs. Pamela Mustovich seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-o.

- L. Approved a Memorandum of Understanding between the Springfield-Clark CTC Board of Education and Clark State Community College outlining CSCC's use of SCCTC's HVAC Lab for adult learners, effective August 1, 2017 through July 31, 2018, and to automatically renew for two additional years unless terminated by either party.**

SCCTC RESOLUTION NUMBER: 46-17 – Adoption of Administrative Item M

Mrs. Pamela Mustovich moved the Board of Education accept action on Administrative Item M, Dr. Susan Page seconded the motion.

Roll call: Ayes: Agle, Callan, Leventhal, Mustovich, Page

Abstain: Caivano

Absent: Hale, Jackson, Scott

Motion carried, 5-0.

- M. **Approved a Memorandum of understanding between the Springfield-Clark CTC Board of Education and the Clark County Vocational Education Association for the purpose of establishing a Student Senate Club and up to two advisors with an annual supplemental contract of \$762.54 each.**

SCCTC RESOLUTION NUMBER: 47-17 – Adoption of Administrative Item N

Mr. Ed Leventhal moved the Board of Education accept action on Administrative Item N, Mrs. Pamela Mustovich seconded the motion.

Roll call: Ayes: Agle, Callan, Leventhal, Mustovich, Page

Abstain: Caivano

Absent: Hale, Jackson, Scott

Motion carried, 5-0.

- N. **Approved a Memorandum of understanding between the Springfield-Clark CTC Board of Education and the Clark County Vocational Education Association for the purpose of establishing a Creative Arts Club and one advisor with an annual supplemental contract of \$762.54.**

SCCTC RESOLUTION NUMBER: 48-17 – Adoption of Administrative Item O

Dr. John Agle moved the Board of Education accept action on Administrative Item O, Mr. Jeff Caivano seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-0.

- O. **Adopted the amended and restated OASBO 457 Plan document to include AXA Equitable Life Insurance Co. and Roth 457(b) contributions.**

SCCTC RESOLUTION NUMBER: 49-17 – Adoption of Personnel Consent Calendar, Items A-D

Mrs. Pamela Mustovich moved the Board of Education accept action on Personnel Items A-D, Dr. Susan Page seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-0.

A. EMPLOYMENT

1. Approved the employment of Kristin Rice, Cafeteria Helper (GISA), for a limited one year contract, 185 days, 3.25 hours per day, Step 3, \$13.98 per hour, plus a \$750.00 stipend.
2. Approved the employment of Stephanie Kieffer as a custodial substitute at \$10.25 per hour, for the 2017-18 school year, as needed. Total hours are not to exceed 8 hours per day. (Stephanie is employed as a cafeteria helper for 3.25 hours per day on days school is in session.)
3. Approved the employment of Rae Whitt as a custodial substitute at \$10.25 per hour, for the 2017-18 school year, as needed. Total hours are not to exceed 8 hours per day. (Rae is employed as a cafeteria helper for 3.25 hours per day on days school is in session.)
4. Approved the employment of Aric Marsh as a custodial substitute at \$10.25 per hour, for the 2017-18 school year, as needed.
5. Approved the employment of the following CTC Culinary Arts students who worked on the CTC Food Truck during the Clark Co. Fair: Bea Blasé, Olivia Browning, Matthew DeArmond, Tamar Lane, and Samuel Matthews. Students to be paid at minimum wage for hours worked. The board previously approved the employment of Culinary Arts students working with the food truck on June 21, 2017.

B. SUPPLEMENTAL CONTRACTS

1. Approved supplemental contracts for the 2017-18 school year as presented.

C. EXTENDED TIME

1. Approved Amy Turner, Veterinary Science Instructor, for 5 days extended time for the purpose of animal care and lab prep, effective June 1, 2017 through August 12, 2017, to be paid hourly per the instructor's per diem.

D. CONTRACT CHANGE

1. Approved Jeff Thoman, IT Director, to move from a 240 day contract (\$85,554.00 + \$1500 stipend), to a 260 day contract (\$92,683.50 + \$1500 stipend), effective July 1, 2017. Previously used unpaid days will be subtracted from vacation time for this contract cycle.

IV. EXECUTIVE SESSION to consider the employment of a public employee or official

Mr. Jeff Caivano moved the Board of Education enter into Executive Session, Mrs. Pamela Mustovich seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-o.

Executive Session began at 5:27 p.m.

Executive Session ended at 5:35 p.m.

SCCTC RESOLUTION NUMBER: 50-17 – Adoption of Personnel Item E

Mr. Jeff Caivano moved the Board of Education accept action on Personnel Item E, Mrs. Pamela Mustovich seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-o.

E. RESCINDED EMPLOYMENT OFFER

1. Rescinded the June 21, 2017 offer of employment made to Jon Roberts as Cyber Security & Networking Instructor, due to a non-satisfactory background check.

SCCTC RESOLUTION NUMBER: 51-17 – Adoption of Personnel Item F

Dr. John Agle moved the Board of Education accept action on Personnel Item F, Dr. Susan Page seconded the motion.

Roll call: Ayes: Agle, Caivano, Callan, Leventhal, Mustovich, Page

Absent: Hale, Jackson, Scott

Motion carried, 6-o.

F. EMPLOYMENT

1. Approved the hiring of Jessica Alt as Networking & Cyber Security Instructor, for a one year limited contract, 183 days, BA+o, step 6, \$54,724.00 + \$1500.00 stipend, to be prorated to days worked, effective September 5, 2017. A satisfactory background check has been received.

V. COMMENTS FROM BOARD MEMBERS

VI. ADJOURNMENT

Dr. John Agle moved the Board of Education adjourn, Mr. Jeff Caivano seconded the motion. The Board unanimously agreed to adjourn at 5:40 p.m.

Signed: _____

Mr. Jamie Callan, President

Date: _____

Attest: _____

Mr. Steven G. Clark, Treasurer

