





# MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION  
REGULAR MEETING - AUGUST 27, 2015 (6:30 P.M.)  
DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

11.4 Amend Board Resolution #15-067 (6/23/15 - 13.) to reflect the following changes:  
*Approve the Memorandum of Understanding (MOU), between The Delaware Area Career Center Board of Education (the "Board"), and the Delaware Area Career Center Education Association (the "Association"), as presented to the Board, for the purpose of amending salary reclassification to eligible CTE instructors based upon the negotiated agreement, section 1502.6.....*

(15-082) T. Kaelber moved and J. Hildreth seconded to approve old business. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. KAELBER	H. PAPE

## 12. TREASURER ITEMS

12.1 Approve Minutes of the July 16, 2015 Regular Meeting. [Exhibit A](#)

12.2 Business and Reports at the Recommendation of the Treasurer:

- A. Approve Fiscal Reports for July 2015, with expenditures totaling \$1,621,885.75  
[Exhibit B](#)
- B. Approve disposal of inventoried assets as presented. (Treasurer will have copy of disposal requests at the meeting.)
- C. Authorize the creation of Fund 024-0000 "Medical Self Insurance Fund".
- D. Accept the recommendation of the Treasurer that the Board transition from a fully-funded health insurance plan to a self-insured plan, including stop-loss coverage, for its employees, effective September 1, 2015, and to authorize the Treasurer to take the necessary actions, and to ratify his actions, and to incur any necessary expenses, incident to this transition, and to approve the health insurance premiums as recommended by Aetna's actuarial/underwriters to cover the district's maximum cost exposure.
- E. Motion to approve and ratify the execution of the Administrative Services Agreement, Delegation of Responsibility for HIPAA Privacy Breach Notification, Agreement Letter Regarding the Release of Confidential Health Data, Confidentiality and Nondisclosure Agreement between the Delaware Area Career Center and Aetna.
- F. Approve and ratify two year agreement with InfoSnap to provide an online student application portal to collect student data which will interface with our student database, PowerSchool, effective 11/2/2015 through 6/30/2017. First year cost \$8,250.00. Second year cost \$6,000.00 [Exhibit C](#)
- G. Approve FY 2016 Change Fund and Petty Cash requests as listed:

<b>Petty Cash</b>	
Treasurer's Office	\$50.00
<b>Change Funds</b>	
Cafeteria	\$270.00
North Campus Office	\$130.00
South Campus Office	\$100.00
Adult Education - South	\$75.00
Adult Education - North	\$75.00
Culinary Arts	\$35.00
Professional Food Service	\$35.00
Cosmetology	\$25.00
Landscape	\$25.00
<b>Total request from General Fund</b>	<b>\$820.00</b>

- H. Approve the following changes in the Temporary Appropriations for the 2016 Fiscal Year in the amount of \$1,881,247.26:

<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>AMOUNT</u>
001-0000	General	\$128,717.68
006-0000	Food Service	\$5,800.00
009-0000	Uniform School Supplies	\$3,159.00
011-0000	Rotary-Special Services	\$10,000.00
022-0000	District Agency	(\$20,846.42)
024-0000	Employee Benefits Self Ins.	\$1,754,417.00
414-0000	Adult High School	\$36,709.00
501-0000	Adult Basic Education	(\$36,709.00)

- (15-083) H. Pape moved and T. Kaelber seconded to approve Treasurer items. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. KAELBER	H. PAPE

### 13. SUPERINTENDENT ITEMS

#### 13.1 New Hires

- Approve 185 day contract for David Finnegan as Auto Collision Technology Instructor at Class 1 Step 10 for the 2015/16 school year, effective 8/2/15, pending receipt of ICAR certification and all required paperwork.
- Approve 185 day contract for Robert Swonger as Auto Technology Instructor at Class 1 Step 10 for the 2015/16 school year, effective 8/2/15, pending receipt of all required paperwork.
- Approve pro-rated 260 day contract for Melanie Bok as Administrative Assistant at Class 2 Step 10 for the 2015/16 school year, effective 8/24/15, pending receipt of all required paperwork.
- Approve 185 day contract for Dennis J Poole as Electronics Instructor at Class 1 Step 10 for the 2015/16 school year, effective 8/2/15, pending receipt of all required paperwork.
- Approve pro-rated 185 day contract for Loma (Tonja) Vedrinski as Power Line Technician Instructor at Class 1 Step 10 for the 2015/16 school year, effective 9/1/15, pending receipt of all required paperwork.

#### 13.2 Personnel

- Accept the letter of resignation for Michael Lewis as Power Line Technician Instructor, effective 7/27/2015.
- Accept the letter of resignation for Dan Huffman as Fire Service Training Instructor, effective 8/7/2015.
- Approve Dennis J Poole for hire as a substitute instructor at \$100.00 per day (resolution #15-064), effective 8/11/2015 through the remainder of the 2015/16 school year.
- Approve \$250.00 stipend for the following mentors for the 2015/16 school year:
 

Brad Dement	Melissa Johnson	Jeff Lucas
Lisa Mally	Cheryl Olsen	Lisa-Marie Reinhart
- Approve the following OTES credentialed evaluators for the respective programs for the 2015-16 SY.
 

Tom Marchetti	North Campus Career Tech Labs
Kris Lucas	South Campus Career Tech Labs (excluding Food Service and Hospitality), Olentangy Pre-Engineering
Chad Williams	North Academics
Kris Lucas	South Academics
Chad Williams	North & South Academics (traveling)
David Gilliam	Career Tech Food Service, Hospitality, Project Search, Intervention Specialists
Mary Lykens	Offsite Career Tech Labs including Agriculture, Business, Career Based Intervention, Family & Consumer Science, Middle School programs

### 13.3 Contracted Services

- A. Approve the Memorandum of Understanding between Columbus State Community College and DACC ABLE to provide remediation services from 7/1/2015 to 6/30/2016. [Exhibit D](#)
- B. Approve Delaware County Agricultural Society three year lease agreement for use by the Equine Science Program at the Delaware County Fairgrounds, effective 7/1/2015 through 7/1/2018. [Exhibit E](#)
- C. Approve the boarding contract for the Equine Science program for the 2015/16 school year. [Exhibit F](#)
- D. Approve contract with Elizabeth Robertson to serve as Senior Project Grader at a rate of \$25.00 per hour not to exceed \$3,000.00 for the 2015/16 school year, pending receipt of all required paperwork. [Exhibit G](#)

### 13.4 Other

- A. Approve customer service price lists and pricing recommendations for Career Tech labs providing services to the public for 2015/16 SY: [Exhibit H](#)

Automotive Collision Technology	Early Childhood Education
Automotive Technology	Landscape & Turf Grass Management
Construction Technology	Power Sports & Diesel Technology (PSDT)
Cosmetology	Professional Food Service
Culinary Arts	Welding Sheet Metal Fabrication
Digital Design	
- B. Approve the 2015/2016 Advisory Committee members. [Exhibit I](#)
- C. Approve overnight travel for Jeff Stimmell, Alex Zimmer, up to 10 DACC/BV and up to 18 DACC/BW freshmen Agricultural Program students to attend FFA Greenhand Camp in Carrollton, OH, September 25-27, 2015, at a cost not to exceed \$37.50 per staff and \$75.00 per student attending.
- D. Approve out-of-state travel for Jeff Stimmell, Alex Zimmer, and up to 21 DACC/BV and up to 22 DACC/BW Agricultural Program students to attend the National FFA Convention in Louisville, KY, October 27-31, 2015, at a cost not to exceed \$4,800.00.
- E. Approve Steve Lust as a consultant to provide instructional support to new CTE instructors for the 2015/16 school year, at a rate of \$25.00 per hour not to exceed 100 hours.

(15-084) H. Pape moved and J. Hildreth seconded to approve Superintendent items. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. KAELBER	H. PAPE

Ed Bischoff returned to the meeting.

### 14. ADOPTION OF NEW/REVISED BOARD POLICIES

- 14.1 Approve NONDISCRIMINATION, File: AC-R [Exhibit J](#)
- 14.2 Approve SEXUAL HARASSMENT, File: ACAA-R [Exhibit K](#)
- 14.3 Approve EVALUATION OF CERTIFICATED STAFF, File: AFC-2 and GCN-2 [Exhibit L](#)
- 14.4 Approve EVALUATION OF CLASSIFIED STAFF, File: AFD and GDN [Exhibit M](#)
- 14.5 Approve REVENUES FROM INVESTMENTS, File: DFA [Exhibit N](#)
- 14.6 Approve SCHOOL PROPERTIES DISPOSAL, File: DN [Exhibit O](#)
- 14.7 Approve EMERGENCY/SAFETY PLANS, File: EBC [Exhibit P](#)
- 14.8 Approve EMERGENCY/SAFETY PLANS, File: EBC-R [Exhibit Q](#)
- 14.9 Approve FOOD SALE STANDARDS, File: EFF [Exhibit R](#)
- 14.10 Approve PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS, File: GCBB [Exhibit S](#)
- 14.11 Approve PROGRAMS FOR STUDENTS WITH DISABILITIES, File: IGBA-R [Exhibit T](#)
- 14.12 Approve INSTRUCTIONAL MATERIALS, File: IIA [Exhibit U](#)
- 14.13 Approve TEXTBOOK SELECTION AND ADOPTION, File: IIAA [Exhibit V](#)
- 14.14 Approve CAREER ADVISING, File: IJA [Exhibit W](#)
- 14.15 Approve GRADING SYSTEMS, File: IKA-R [Exhibit X](#)
- 14.16 Approve STUDENT ATTENDANCE ACCOUNTING, File: JEE [Exhibit Y](#)



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14.17 Approve EMPLOYMENT OF STUDENTS, File: JK [Exhibit Z](#)

14.18 Approve POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS, File: JP [Exhibit AA](#)

14.19 Approve COMMUNITY USE OF SCHOOL FACILITIES, File: KG-R [Exhibit BB](#)

(15-085) T. Kaelber moved and H. Pape seconded to approve policies. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

## 15. REMOVAL OF BOARD POLICIES

15.1 Approve ENTRANCE AGE, File: JEB-R [Exhibit CC](#)

(15-086) J. Hildreth moved and H. Pape seconded to remove policies. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

## 16. SELECTION OF CONSTRUCTION MANAGER AT RISK

The Superintendent recommends that Elford Inc. is the construction management at risk firm that will provide the best value for the campus consolidation project and requests authority to enter into an agreement with the firm based upon the proposal submitted for pre-construction services.

Whereas:

1. The Director of Operations, working with other administrators and legal counsel, prepared documents to solicit qualifications from qualified firms to serve as the construction manager at risk (CMR) for the campus consolidation project, following the requirements stated in the Ohio Revised Code and Ohio Administrative Code.
2. Qualifications were received, evaluated, and ranked to determine the short-listed firms for the CMR services, each of which was asked to submit its technical and pricing proposals for the project. The short-listed firms were: (1) Elford, Inc., (2) Gilbane Building Company, and (3) Turner Construction Company.
3. The short-listed firms were interviewed by the Board on August 3, and the Facilities Committee has reviewed the technical and pricing proposals submitted, completed the rating sheets to determine the firm that will provide the best value for the campus consolidation project, and recommends Elford Inc. as the firm to provide CMR services for the project.
4. The pricing proposal for services to be provided by the best value firm for pre-construction services is \$115,115.
5. Elford Inc. demonstrated the delivery of value-added services such as a cohesive and comprehensive presentation, anticipation of construction and non-construction concerns, two superintendents (renovation and new construction), public relations and marketing support, and inclusion of CTE students in respective areas of the project.
6. The RFP provided to the short-listed firms included a form of agreement, which will be reviewed with the firm selected and completed, based upon the pricing and technical proposals submitted for the project.

Therefore, the Delaware Area Career Center Board of Education resolves:

1. The Board selects Elford Inc. as the CMR firm determined to provide the best value for the Project.
2. The Board authorizes an agreement with Elford Inc. for pre-construction services based upon the technical and pricing proposal submitted and authorizes the execution of the agreement by the Superintendent on behalf of the Board, with the understanding that a guaranteed maximum price will be negotiated and added to the agreement by amendment at the time the construction documents are sufficiently complete for any or all of the improvements included in the project to permit pricing for the work to be performed:
3. The Treasurer is authorized to issue a purchase order for the pre-construction services in the amount of \$115,115.00

(15-087) J. Hildreth moved and E. Bischoff seconded to approve Elford, Inc. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE



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17. ADJOURNMENT: 7:08 P.M.  
(15-088) H. Pape moved and T. Kaelber seconded that the meeting of the Delaware Area Career Center Board of Education be adjourned at 7:08 p.m. Motion carried.

<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

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TREASURER

BOARD PRESIDENT