



MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION
REGULAR MEETING - JUNE 16, 2016 (6:30 P.M.)
DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

1. CALL TO ORDER: 6:30 P.M.

X X _____ X X
J. WAGNER FEASEL T. KAELBER T. BACKUS E. BISCHOFF J. HILDRETH

2. PLEDGE OF ALLEGIANCE

3. ACCEPT AGENDA FOR THE JUNE 16, 2016 REGULAR MEETING AS PRESENTED
(16-055) E. Bischoff moved and T. Kaelber seconded to approve the agenda. Motion carried.

yes yes _____ yes yes
J. WAGNER FEASEL T. KAELBER T. BACKUS E. BISCHOFF J. HILDRETH

4. INTRODUCTION OF GUESTS

5. PUBLIC PARTICIPATION

6. BOARD PRESIDENT'S REPORT

7. BOARD MEMBERS' REPORTS

8. TREASURER'S REPORT

9. SUPERINTENDENT'S REPORT

- Groundbreaking – September 28, 2016

10. OLD BUSINESS

10.1 Amend Board Resolution #16-042 (4/21/16 - 12.1.A) to reflect the following changes:
Approve 185 day contract for Amy Klepcyk-Gorski as English Instructor at Class 4 Step 10 for the 2016/17 school year, effective 8/2/2016, pending receipt of all required paperwork, and receipt of a Master's Degree in English prior to 12/31/2022 2021.

(16-056) J. Hildreth moved and T. Kaelber seconded to approve old business. Motion carried.

yes yes _____ yes yes
J. WAGNER FEASEL T. KAELBER T. BACKUS E. BISCHOFF J. HILDRETH

11. TREASURER ITEMS

11.1 Approve Minutes of the May 26, 2016 Regular Meeting. [Exhibit A](#)

11.2 Business and Reports at the Recommendation of the Treasurer:

- A. Approve Fiscal Reports for May 2016, with expenditures totaling \$1,308,355.93
[Exhibit B](#)
- B. Approve the Temporary Appropriations for the 2017 Fiscal Year. (Treasurer will provide at meeting).
- C. Approve the Amended Appropriations for the 2016 Fiscal Year. (Treasurer will provide at meeting)
- D. At the recommendation of the Treasurer approve the necessary advances of funds to eliminate deficit balances at the end of fiscal year 2016. The list of advances will be supplied to the Board at the July Board meeting.
- E. Approve disposal of inventoried assets as presented. (Treasurer will have copy of additional disposal requests at the meeting.)
- F. Approve agreement with Bryan Patrick related to June 24, 2016 payroll. [Exhibit H](#)

(16-057) T. Kaelber moved and E. Bischoff seconded to approve Treasurer items. Motion carried.

yes yes _____ yes yes
J. WAGNER FEASEL T. KAELBER T. BACKUS E. BISCHOFF J. HILDRETH



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12. SUPERINTENDENT ITEMS

12.1 New Hires

- A. Approve Carole Reed for hire as part-time Cook, 188 day contract, 20 hours per week at Food Service Class 1 Step 10, for the 2016/17 school year effective 8/2/2016, pending receipt of all required paperwork.
- B. Approve Melinda Dickerson for hire as part-time Cook, 188 day contract, 20 hours per week at Food Service Class 1 Step 4, for the 2016/17 school year effective 8/2/2016, pending receipt of all required paperwork.
- C. Approve Taylor Sigworth for hire as Social Studies Instructor at Class 1 Step 0 for the 2016/17 school year, effective 8/2/2016 pending receipt of all required paperwork, and receipt of a Master's Degree in Social Studies prior to 12/31/2021.
- D. Approve Lindsay Gentile for hire as Pharmacy Technician Instructor at Class 1 Step 5 for the 2016/17 school year, effective 8/2/2016 pending receipt of all required paperwork.
- E. Approve Mandi J. Smith for hire as Adult Education Dental Assisting Instructor on an as needed basis, effective 6/1/2016 through 6/30/2016 at the rate of \$25.00 per hour, pending receipt of all required paperwork.
- F. Approve the following Adult Education Coordinators on an as needed basis, effective 7/1/2016 through 6/30/2017, pending receipt of all required paperwork:

<u>Name</u>	<u>Program</u>	<u>Per Hour</u>	<u>Hours</u>
Kimberly Budd	Nurse Aide Training Coordinator	\$26.00	10 hours per course
William Grubb	Fire Coordinator	\$26.00	20 hours per week
Kamal Vilku	Dental Coordinator	\$26.00	3 hours per week
Rich Richardson	EMT Coordinator	\$26.00	10 hours per week
Larry Weber	Financial Aid Coordinator	\$26.00	As needed
Cindy Wolfe	ABLE Project Coordinator	\$28.00	40 hours per week

- G. Approve the following ABLE Instructors, at the rate of \$22.00 per hour, effective 7/1/2016 through 6/30/2017, pending completion and receipt of all required documentation and licensure:

Mary Boles	Pam Dugas	Sarah Latta	Rebecca Wolfe
Rebecca Bowling	Kathie Elrod	Sara Ledford	Barbara Wookey
Barbara Campana	Laura Geil	Jerry Leslein	Lorraine Ziegler
Nance Curtis	Cheryl Hagerty	Gunta Nies	
Jenny DeJong	Dorothy Jerzyk	Elizabeth Robertson	
Katherine DeSilva	Theresa Kempker	Heidi Westover	
- H. Approve Lynn Cook as part-time ABLE Counselor, at the rate of \$22.50 per hour, effective 7/1/2016 through 6/30/2017, pending completion and receipt of all required paperwork.
- I. Approve Rebecca Bowling as part-time ABLE Administrative Assistant, at the rate of \$18.00 per hour, not to exceed a total of 20 hours per week, effective 7/1/2016 through 6/30/2017, pending completion and receipt of all required paperwork.
- J. Approve the following as Adult Education test proctor at a rate of \$25.00 per hour on an as needed basis, effective 7/1/2016 through 6/30/2017, pending receipt of all required paperwork.

Lutz, Jeanette	Meider, Teri
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- K. Approve the following for hire as Adult Education Instructors at a rate of \$25.00 per hour on an as needed basis, effective 7/1/2016 through 6/30/2017, pending receipt of all required paperwork:

COST – Customized Office Skills Training

Gallagan, Joshua	Meider, Teri
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DENTAL PROGRAM

Smith, Mandi	Vilku, Kamal
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EMT

Bivens, Bill	Gomia, Pete	Titus, Patrick
Bivens, Laurie	Guyton, Mary	Welch, Porter
Blair, Jeff	Murphy, Kevin	Zierden, Eric
Dick, Matthew	Richardson, Rich	

MISSION: The Delaware Area Career Center, in partnership with community, is an innovative model for developing lifelong learners, quality leaders, and critical thinkers for the dynamic and global environment.

NURSE AIDE TRAINING PROGRAM

Budd, Kimberly

OHIO BASIC PEACE OFFICER TRAINING

Anderson, Scott	Clemens Harris	Miller, James
Applegate, Frank	Cordial, Ronald	Murray, Michael
Banaszak, Lawrence	Dick, Matthew	Santos, Scott
Baughman, Christopher	Dore, Larry	Shaffer, Cassandra
Bessinger, Jeffrey	Gannon, Chuck	Smith, Brian
Botdorf, Terry	Glazer, Rodney	Thompson, Brian
Brewbaker, Daniel	Keiffer, Kevin	Wiseman, John
Burroughs, Jeffrey	Koontz, Harold	Wollum, Todd

PERSONAL ENRICHMENT

Strunk, Wayne

WELDING PROGRAM

Brown, Bryan DeMent, Brad

- L. Approve the following for hire as Adult Education Motorcycle Ohio Instructors at a rate of \$26.00 per hour on an as needed basis, effective 7/1/2016 through 6/30/2017, pending receipt of all required paperwork:

Blankenship, Michael	Hawkins, Jacob	Patton, Sherry
Bright, Greg	Hellinger, George	Reid, Thomas
Candelaria, Richard	Judge, Jamie	Rose, James
Covucci, Frank	Kormanik, John	Sams, Doug
Dunlap, Bryan	Kunkle, Charles	Sharritts, Valerie
Duval, Ray	Kuszmaul, Ron	Taylor, Fay
Engen, Kari	Martinez, Jose	Thatcher, Robert
Gilletly, Kay	Matheron, Michelle	Tufts, L'Nard
Gilletly, Randy	McBride, Arnie	Wakefield, Richard
Graham, Michael	McCue, Michael	Wilson, Heather
Gresh, Ernie	Murry, Charles	

- M. Approve the following for hire as Adult Education Fire Lead Instructors at a rate of \$25.00 per hour, and Adult Education Fire Lead Assistant Instructors at a rate of \$20.00 per hour, on an as needed basis, effective 7/1/2016 through 6/30/2017, pending receipt of all required paperwork:

Anderson, William	Hunt, Kristen	Nelson, Thomas
Benjamin, Scott	Kaczarek, Keith	Nicodemus, Chad
Benson, Bensen Tom	Koslow, Stephen	Prantl, Gregory
Carver, Dannie	Leech, Steven	Pyle, Jr, Timothy
Coletta, John	Lewis, Wesley	Rice, Robert
Dudley, Travis	Louks, Jay	Rosenberger, David
Feldman, Timothy	Marks, Terrance	Scarbury, Matthew
Fowler, Jeffrey	McKeen, Michael	Thrash, Richard
Grubb, William	Morris, Troy	Williamson, David
Hall, John	Murphy, Kevin	

Amended
7/21/16

12.2 Personnel

- A. Approve the rate of pay for a long-term instructional substitute who temporarily assumes full classroom responsibility for one specific teacher during a time when the teacher is unable to fulfill instructional responsibilities. Effective for the 2016/17 school year:

Day 1 – 10:	\$100.00 per day
Day 11 – 30:	\$110.00 per day
Day 31 – 60:	\$160.00 per day
Day 61 and above:	\$209.32 per day (beginning step of teacher salary schedule)

- B. Approve Hope Cowoski, Maighdlin Shumaker, and Nicole Vance for extended day compensation based on 180 student days for the 2016/17 school year per Negotiated Agreement Section 1405.

- C. Approve one extended day each for Jocelyn Gideon, Martin Huedepohl and Nichole Wright for school year 2016/2017 to align with Delaware City Schools 186 day teacher contract.
- D. Approve three extended days each for Alex Zimmer and Tina Francis for school year 2016/2017 to align with Buckeye Valley LS 188 day teacher contract.
- E. Approve \$250.00 stipend each for Brian Hale, Ryan Mitchel, Emily Hardy, and Melissa Johnson to serve as GAFE (Google Apps for Education) trainers/mentors. To be paid no later than June 2017 upon completion of requirements.
- F. Approve extended time to the following for the 2016/2017 school year, effective 7/1/2016 (*Staff preparing/finalizing records/reports will use a minimum of 14 hours between 7/1/17 and 8/6/17, and 14 hours from the day after the last teacher work day to 6/30/17; **12 hours subject to the completion of new teacher training days, ***8 hours to be used for professional development before school starts four of which will include working with academic instructors):

<u>Name</u>		<u>Hours</u>	<u>Purpose</u>
Bando	Jamie	200	Preparing/finalizing records/reports*
Brause	Cynda	75	Preparing records & care plans
Brause	Cynda	37.5	Preparing/finalizing records
Carpenter	Greg	4	PD session with Intervention Specialist Summer 2016
Cox	Allison	153	Preparing/finalizing records/reports*
Cox	Allison	42	New Employee**
Cowoski	Hope	42	New Employee**
Cowoski	Hope	50	Business mentor/project alignment
Cunningham	Emily	98	Business mentor/project alignment
Davidson	Jeff	42	New Employee**
Dennewitz	Jennifer	20	Preparing/finalizing records/reports***
Donovan	Libby	10	Media Center redesign
Francis	Tina	62	Business mentor/project alignment
Friece	Britany	4	PD session with Intervention Specialist Summer 2016
Huffman	Danielle	4	PD session with Intervention Specialist Summer 2016
Johnson	Jackie	200	Preparing/finalizing records/reports*
Johnson	Melissa	20	Preparing/finalizing records/reports***
Jones	Jan	42	Business mentor/project alignment
Klepcyk-Gorski	Amy	42	New Employee**
Klepcyk-Gorski	Amy	4	PD session with Intervention Specialist Summer 2016
Kessler	Jennifer	200	Equine care
Kessler	Jennifer	80	Contacting owners to get more horses for the programs
Kohl	Kelly	112	Professional Development**
Mitchell	Ryan	4	PD session with Intervention Specialist Summer 2016
Moore	Randy	15	Network setup
Paisie	Adam	52	Required Training
Paisie	Adam	20	Lab Cleanup
Pitzer	Heather	4	PD session with Intervention Specialist Summer 2016
Reinhart	Lisa-Marie	90	Student recruitment
Rowland	Wil	42	New Employee**
SanFillipo	Patricia	^{As} Needed	Catering services
Scott	Gene	12	Apprenticeship follow up
Shumaker	Maddie	100	Business/Mentor Project Alignment
Stevenson	Sarah	153	Preparing/finalizing records/reports*
Stimmell	Jeff	200	Business mentor/project alignment
Strunk	Wayne	320	Technology support
Swonger	Robert	32	Business mentor/project alignment
Swonger	Robert	18	AYES training (Auto Youth Ed Systems)
Tornes	Kathy	153	Preparing/finalizing records/reports*

<u>Name</u>		<u>Hours</u>	<u>Purpose</u>
Vance	Nicole	As Needed	Catering Services
Wright	Nichole	44	Business mentor/project alignment
Zimmer	Alex	200	Business mentor/project alignment

- G. Approve \$400.00 stipend each for Patty Bace-SanFillipo, Gina Lantz, and Tonja Vedrinski to pilot a process to aligned scope and sequence, and curriculum development for their respective content area to include the flexible learning model. To be completed no later than 5/15/2017.
- H. Approve \$900.00 stipend each for Shannon Dutton and Emily Hardy to successfully complete an aligned scope and sequence, and curriculum development for their respective academic content area. To be completed no later than 6/15/16.
- I. Approve Richard Mason for monthly cell phone usage stipend at a rate of \$40.00 per month per Board Policy EGAC, effective 7/1/2016 through 6/30/2017.
- J. Approve the Supervisor Salary Schedule for 195 and 130 days, effective 7/1/2016 through 6/30/2017. [Exhibit I](#)

12.3 Contracted Services

12.4 Purchases

- A. Approve purchase of *Human Genetics, Concepts and Applications*, 11th Edition (includes 1 year subscription bundle); copyright 2015; Ricki Lewis, McGraw Hill Education; ISBN 978-0-07-672630-1; 20 textbooks at \$148.05 each plus shipping.
- B. Approve purchase of *Chemistry Matter & Change* (includes 1 year subscription bundle); copyright 2017; McGraw Hill Education; ISBN 978-0-07-677578-1; 20 textbooks at \$92.70 each plus shipping.
- C. Approve purchase of *Zoology*, 10th Edition (includes 6 year online subscription); copyright 2016; Stephen A. Miller and John P. Harley; McGraw Hill; ISBN 978-0-07-672910-4; 25 textbooks at \$133.92 each plus shipping and handling.
- D. Approve purchase of T & D PowerSkills Lineman Training Program; T & D PowerSkills, LLC; 15 sets of 25 workbooks at \$17.95 per workbook plus shipping.
- E. Approve purchase of *Mosby's Textbook for Nursing Assistants*, 9th Edition; copyright 2017; Shelia A. Sorrentino, Leighann N. Remmert; Elsevier; ISBN 978-0-323-31975-1; 50 textbooks at \$79.95 each plus shipping.
- F. Approve purchase of *Contemporary Logistics*, 11th Edition; Paul R. Murphy, Jr. and A. Michael Knemeyer; Pearson; ISBN 978-0-13-295346-7; 20 textbooks at \$242.85 plus shipping.

12.5 Other

- A. Approve the Memorandum of Understanding between DACC/ABLE and the Delaware City Vineyard Church to provide onsite ABLE classes from 7/1/2016 through 6/30/2017. [Exhibit C](#)
- B. Approve changes to the Delaware Hayes HS Business Management student fee statement for the 2016/17 school year. [Exhibit D](#)
- C. Approve changes to the Welding Sheet Metal I student fee statement for the 2016/17 school year. [Exhibit E](#)
- D. Accept donation of Honda push mower from Chris Kipfer to the Power Sports & Diesel Tech lab. Owner determined value to be \$300.00

(16-058) E. Bischoff moved and J. Hildreth seconded to approve Superintendent items. Motion carried.

yes
yes

yes
yes

J. WAGNER FEASEL T. Kaelber T. BACKUS E. BISCHOFF J. HILDRETH

13. ADOPTION OF REVISED BOARD POLICIES

13.1 Approve changes to INCOME FROM SCHOOL LABORATORY SALES AND SERVICE, File DFG-R [Exhibit F](#)

(16-059) T. Kaelber moved and J. Hildreth seconded to approve policies. Motion carried.

yes
yes

yes
yes

J. WAGNER FEASEL T. Kaelber T. BACKUS E. BISCHOFF J. HILDRETH



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14. ADOPTION OF NEW/REVISED JOB DESCRIPTIONS

14.1 Approve new job description for PERSONNEL DIRECTOR, File 104 [Exhibit G](#)

(16-060) J. Hildreth moved and E. Bischoff seconded to approve job description. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER FEASEL	T. Kaelber	T. BACKUS	E. BISCHOFF	J. HILDRETH

15. MOTION TO GO INTO EXECUTIVE SESSION

I move to go into executive session pursuant to Ohio Revised Code Section 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.

(16-061) T. Kaelber moved and E. Bischoff seconded to enter into executive session at 7:07 p.m. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER FEASEL	T. Kaelber	T. BACKUS	E. BISCHOFF	J. HILDRETH

The board reentered open session at 7:38 p.m.

16. ADMINISTRATORS' PROFESSIONAL GROWTH PLAN

Authorize payment of Administrator's Professional Growth Plan compensation to the following:

David Gilliam	\$2,682.96
Tamara Hall	\$4,221.24
Jack Higgins	\$4,252.04
Kris Lucas	\$3,859.40
Mary Lykens	\$1,339.40
Tom Marchetti	\$3,324.16
Chad Williams	\$3,648.84

(16-062) J. Hildreth moved and E. Bischoff seconded to approve compensation. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER FEASEL	T. Kaelber	T. BACKUS	E. BISCHOFF	J. HILDRETH

17. ADJOURNMENT: 7:38 P.M.

(16-063) T. Kaelber moved and E. Bischoff seconded that the Delaware Area Career Center Board of Education Regular Meeting be adjourned at 7:38 p.m. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER FEASEL	T. Kaelber	T. BACKUS	E. BISCHOFF	J. HILDRETH

TREASURER

BOARD PRESIDENT