



MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION
 REGULAR MEETING - **OCTOBER 20, 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 OCTOBER 20, 2016 REGULAR MEETING AS PRESENTED (16-097) J. Hildreth moved and E. Bischoff 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

- 9.1 Video Production Award Digital Design Students
- 9.2 Maryhaven Partnership Kathy Tornes & CJ Soliday

10. TREASURER ITEMS

10.1 Approve Minutes of the September 15, 2016 Regular Meeting. [Exhibit A](#)

10.2 Business and Reports at the Recommendation of the Treasurer:

- A. Approve Fiscal Reports for September 2016, with expenditures totaling \$1,736,378.53 [Exhibit B](#)
- B. Approve disposal of inventoried assets as presented. (Treasurer will have copy of disposal requests at the meeting).
- C. Approve the 5-year Forecast as presented.
- D. Approve the Transfer of \$17,257,000.98 from the General Fund to the following:

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
003-0000	Permanent Improvement	\$17,000,000.00
006-0000	Lunchroom Fund	\$97,000.00
011-9019	ECE – Rotary	\$10,000.00
012-0000	Adult Ed Fund	\$150,000.00
590-9097	FY16 Title II-A	\$0.98
TOTAL:		\$ 17,257,000.98

- E. Approve the creation of a Digital Design Scholarship Program. Funds to be collected and dispersed through new fund number 007-9050. [Exhibit C](#)

(16-098) 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

11. SUPERINTENDENT ITEMS

11.1 New Hires

- A. Approve the following for hire as ABLE Instructors on an as needed basis, effective 10/10/2016 through 6/30/2017 at the rate of \$22.00 per hour, pending receipt of all required paperwork:

Erin MacLellan Jeanne Thomas

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.

(16-099) J. Hildreth moved and T. Kaelber seconded to approve new hires. Motion carried.

yes
yes

yes
yes

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

11.2 Personnel

- A. Approve 260 day continuing contract for Lisa Mally as Student Software and Data Specialist, at Class I Technology Support/Step 15, effective 9/26/2016, pending receipt of all required paperwork.
- B. Accept the letter of resignation for Elizabeth Haer (Donovan) as Media Center Specialist effective 10/28/2016.
- C. Accept the letter of resignation for Marsha Herdman as Accounts Payable Clerk for the purpose of retirement, effective 12/31/2016.
- D. Approve the letter of resignation for Sherry Forster as Academic Instructor for the purpose of retirement, effective at the end of the 2016/17 school year.
- E. Approve Kathy Tornes for reclassification to Class 6, based on additional course work, effective 9/14/16.

(16-100) T. Kaelber moved and E. Bischoff seconded to approve personnel items. Motion carried.

yes
yes

yes
yes

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

11.3 Contracted Services

- A. Approve MOU with Delaware-Morrow Mental Health & Recovery Services Board to provide mental health services through Maryhaven from 7/1/2016 through 6/30/2017. [Exhibit D](#)
- B. Approve META Solutions Master Service Agreement including Schedule 1 and 2 Summary of Costs, effective 7/1/2016 through 6/30/2017. [Exhibit E](#)
- C. Authorize the Superintendent to execute a Master Supply Agreement, to provide electricity, between the Delaware Area Career Center and the lowest responsible bidder, as prepared by META Solutions, reflecting the results of a public and competitive RFP process.

(16-101) E. Bischoff moved and T. Kaelber seconded to approve contracts. Motion carried.

yes
yes

yes
yes

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

11.4 Other

- A. Approve additional members of the 2016/17 Engineering Technology Advisory Committee:

Ben Torok	Current Student	Engineering Student
Joanie Torok	Parent	Parent of Engineering Student
Michael Torok	Parent	Parent of Engineering Student
- B. Approve overnight travel for Gary Kessler, Shannon Dutton, and 6 DACC students to attend the Ohio High School Landscape Olympics in Wooster, OH November 3-4, 2016 at a cost not to exceed \$55.00 per student and \$160.00 per staff member.
- C. Approve out-of-state travel for Barbara Wookey, DACC ABLE/ESOL instructor, to attend the International TESOL (Teachers of English to Speakers of Other Languages) conference in Seattle, WA March 21 - 26, 2017 at a cost not to exceed \$3,100.00
- D. Approve out-of-state travel for Adam Shank to attend the Association of Corporate Counsel Annual Meeting in San Francisco, CA October 17-19, 2016 at no cost to the board.
- E. Accept donation of 20 used lawn movers from Strader's Garden Center to the Power Sports and Diesel lab. Owner determined value to be \$900.00
- F. Accept donation of 1999 Dodge from Freddie Whitney to the Auto Collision Tech lab. Owner determined value to be \$700.00

(16-102) J. Hildreth moved and T. Kaelber seconded to approve other items. Motion carried.

yes
yes

yes
yes

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



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12. APPROVING AEP EASEMENT FOR THE SOUTH CAMPUS CONSOLIDATION PROJECT AND DELEGATING AUTHORITY TO SIGN ADDITIONAL EASEMENTS REQUIRED FOR THE PROJECT *Exhibit F*

The Superintendent recommends approval of the easement and right-of-way with AEP for electric and other current/future energy or communication purposes and requests authority for the Board President and Treasurer to sign other easements required for the South Campus Consolidation Project.

Rationale:

1. The consolidation of the Delaware Area Career Center educational programs on the South Campus (Project) involves new construction, as well as additions and renovations to the existing South Campus facilities, which requires relocation of easements, as well as the creation of new easements, to accommodate utility services such as storm and sanitary sewer, electric, telecommunications, natural gas, and water and potentially access to the South Campus.
2. AEP prepared an easement and right-of-way document for electric and other current/future energy or communication purposes for the Project, and that document is presented to the Board for approval.
3. Conveyance of interests in real property, such as easements, requires the signature of the Board President and Treasurer.
4. Other easements are anticipated to be required for the Project, including but not limited to Del-Co Water (water), the City of Delaware (storm and sanitary sewer lines), fiber optics (Consolidated Electric and Frontier Communications), natural gas (Columbia Gas), and cell tower (New Cingular Wireless PCS, LLC).
5. Easements are granted for the location of lines to provide services to the Career Center facilities and to allow access by the company installing and maintaining the lines, as well as for access and traffic related to the Career Center.
6. The location of each easement is reviewed with the architect and CMR and included in the design of the Project.
7. Delegating authority for the Board President and Treasurer to sign easements, as they are prepared and finalized during the design process, thus allowing any related construction to proceed without delay to the overall Project

SO BE IT RESOLVED:

1. The easement and right-of-way with AEP for electric and current/future energy or communication purposes is approved.
2. The Board President and Treasurer are authorized to sign the easement with AEP.
3. Authority is delegated to the Board President and Treasurer to sign other easements required for the Project after consultation with the architect and CMR as to the location of the easement and review by legal counsel, including but not limited to the easements currently identified for storm and sanitary sewer service (City of Delaware), fiber optics (Consolidated Electric and Frontier Communication), water (Del-Co Water), cell tower (New Cingular Wireless PCS, LLC), and natural gas (Columbia Gas).

(16-103) T. Kaelber moved and J. Hildreth seconded to approve easements. 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

13. ADOPTION OF REVISED JOB DESCRIPTIONS

13.1 Approve TECHNOLOGY SUPERVISOR, File 120 *Exhibit G*

(16-104) E. Bischoff moved and T. Kaelber seconded to approve job descriptions. 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

14. ADOPTION OF REVISED BOARD POLICIES

14.1 Approve ORGANIZATIONAL CHART, File CCA *Exhibit H*

(16-105) J. Hildreth moved and T. Kaelber seconded to approve policies. 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



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15. ADJOURNMENT: 8:57 P.M.

(16-106) J. Hildreth moved and E. Bischoff seconded that the Delaware Area Career Center Board of Education Regular Meeting be adjourned at 8:57 p.m. Motion carried.

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

TREASURER

BOARD PRESIDENT