

**CUYAHOGA VALLEY CAREER CENTER  
BOARD OF EDUCATION  
Regular Board Meeting – 6:30 p.m.  
Thursday, June 27, 2013**

**6:00 p.m. Conference Room A  
Business & Finance Committee  
Stephen Kenzig, Chairperson  
Heidi Dolezal  
Betty Klingenberg  
Tom Kelley  
*Cafeteria  
Adult Education  
Insurance***

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_
- IV. PRESIDENT'S REPORT
- ★ Summer Board Meeting Schedule
  - ★ Associate School Districts' Report:  
*Nordonia Hills, North Royalton, Revere, Twinsburg*
- V. SUPERINTENDENT'S REPORT
- ★ Practical Nursing Ceremonies – Full-time and Part-time Students – Liz Walton
  - ★ Summer Camps – Bill Novak
  - ★ CVCC Newsflash
- VI. TREASURER'S REPORT
- ★ Recap of Year End Reports
- VII. COMMITTEE REPORTS
- ★ Buildings and Grounds Committee, Betty Klingenberg, Chairperson
  - ★ Business and Finance Committee, Dr. Stephen Kenzig, Chairperson
  - ★ Legislative Liaison, Dr. Stephen Kenzig
- VIII. APPROVAL OF MINUTES
- ★ Regular Meeting of May 23, 2013 (**Exhibit 1a**)
  - ★ Work Session June 13, 2013 (**Exhibit 1b**)
- ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

IX. MOTION – RECESS TO EXECUTIVE SESSION – “Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees.”

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

X. CALL TO ORDER FOLLOWING EXECUTIVE SESSION

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

XI. COMMENTS FROM THE PUBLIC

*The Board values and encourages public comment on educational issues.*

*Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.*

*The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.*

*Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if and when appropriate.*

*Each statement made by a participant shall be limited to five (5) minutes duration.*

XII. FINANCES

Resolution # Routine Items recommended (may be handled as one motion). Moved to accept all of the following routine financial items, as recommended by the Treasurer.

Treasurer’s Report: Acceptance of the Financial Report for the month of May 2013. **(Exhibit 2)**

Revision of Five-Year Forecast: Approve the revision of the five-year forecast in accordance with House Bill 412 and as recommended by the Treasurer. **(Exhibit 3)**

Transfers and Advances to Various Funds: Authorize the Treasurer to make transfers and advances as listed. **(Exhibit 4)**

Revenue Estimates for 2012-13: Adopt the revenue estimates as presented for 2012-13 year. **(Exhibit 5)**

Appropriations Modifications: Adopt the revised appropriation resolution as presented for fiscal year 2013. **(Exhibit 6)**

Temporary Appropriations and Revenue Estimates 2013-14 Year: Adopt the following temporary appropriations and revenue estimates for the 2013-14 year. **(Exhibit 7)**

State Cooperative Purchasing Program: Approve renewal of CVCC's membership in the State of Ohio Cooperative Purchasing Program effective July 1, 2013 through June 30, 2014, with an administrative fee not to exceed \$100.

Ohio Schools' Council Annual Membership for 2013-14: Approve payment of the Ohio Schools' Council annual membership fee in the amount not to exceed \$350 effective July 1, 2013 through June 30, 2014.

Ohio Schools' Council Cooperative Purchasing Program – 2013-14: Approve renewal of participation in the Ohio Schools' Council Cooperative Purchasing Program, effective July 1, 2013 through June 30, 2013 at the rate of \$400.

North Coast Council (NCC) Service Agreement: Approve the Service Agreement between the North Coast Council (NCC) and the Cuyahoga Valley Career Center (CVCC) for A-Site NCC student and financial computer services, effective July 1, 2013 and ending June 30, 2014, as recommended by the Business Manager and the Superintendent. **(Exhibit 8)**

CompManagement Inc.: Approved participation in the Ohio Association of School Business Officials' (OASBO) and Ohio School Board Association's (OSBA) Bureau of Workers' Compensation group-rating plan administered by CompManagement.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

XIII. NEW BUSINESS

- A. Resolution # Personnel Items Recommended: Accept all of the following administrative, certified and classified personnel recommendations, conditioned on statutes of the state as revised and consolidated into general provisions, titles, chapters and sections including all bills passed and filed contained in the Ohio Revised Code, as recommended by the Superintendent.

The following personnel items may be handled as one motion:

**ADMINISTRATIVE/SUPPORT**

Out-of-State ISO Audit and Certification: Approve Richard Haines' travel to Cleveland, Dallas, Atlanta, Monterey, Mexico, and other out of town locations to complete ISO audit and certification processes for businesses with out-of-state locations per contractual agreement. All travel expenses will be paid by the businesses.

**CERTIFICATED**

Addition – Adult Education Instructors: Approve the addition of Patricia Butler and Karen Mosley to the part-time Adult Education Instructors' List for the 2013-14 school year.

Employment: Per resolution #2013-43 (5) employ Efrain Soto as Auto Body Instructor effective August 19, 2013, for the 2013-14 school year, on a one-year limited contract at Step 10A (plus workload pay) per the agreement between the Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

Also, approve an extended time contract for up to 5 days at base per diem rate. This extended time contract is for the initial year only and must be worked prior to the start of the 2013-14 school year.

Employment: Per resolution #2013-43 (8) employ Matthew Schoeffler as HVAC Technology Instructor effective August 19, 2013, for the 2013-14 school year, on a one-year limited contract at Step 5A per the agreement between the Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

Also, approve an extended time contract for up to 5 days at base per diem rate. This extended time contract is for the initial year only and must be worked prior to the start of the 2013-14 school year.

Employment: Per resolution #2013-43 (10) employ Lauren Visnick as Mathematics Instructor effective August 19, 2013, for the 2013-14 school year, on a one-year limited contract at Step 7E per the agreement between the Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

Also, approve an extended time contract for up to 5 days at base per diem rate. This extended time contract is for the initial year only and must be worked prior to the start of the 2013-14 school year.

Supplemental Contract for Green Team Teaching Staff Members: Approve a supplemental contract for the following teaching staff members of the Green Team for the 2013-14 school year in the amount of \$200.

Pete Theodore

John Spano

Re-employment – Health Careers Assistant: Approve the employment of Mary Hrouda as the Health Careers Assistant for 2013-14 school year. This position is part-time up to 20 hours a week beginning September 3, 2013 and ending May 30, 2014 at \$25 per hour.

Amend Resolution #2013-43 (2)Professional Growth/Out-of-State Trips: Approve amending resolution #2013-43 (2) “Professional Growth/Out-of-State Trips” by changing the date of the activity from June 7, 2013 to June 27, 2013 for Josephine Everhart and Ron Zybura.

Professional Growth Days/Out-of-State Trips: In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the following staff person(s) for professional growth days and/or out of state trips. Professional growth days are granted outside of the normal working day.

<u>Staff Member</u>	<u>Professional Growth Days</u>	<u>Professional Meeting Days</u>	<u>Activity</u>
Joe Lamatrice	2		2013 Ohio Technical College Instructor Update, Columbus, OH, July 10-12, 2013
Mellissa Munro	1		ODE Standards Revision Committee, Columbus, OH, July 11, 2013
Bill Delgado	4		*Printing Industry Teacher Update, Sewickley, PA, July 14-19, 2013 (All expenses paid by Industry except meals and mileage.)
Bill Delgado		5	*PrintED and IGAEA Conference, University of Wisconsin, Madison, WI, July 21-25, 2013 (GAERF to cover one half of registration)
Sherry Maier	3		OTES Training, Columbus, OH July 23-25, 2013
Jerry Koenig	2		Instructor Update Seminar, University of Northwestern Ohio, July 24-26, 2013
Josie Everhart	2		OATFACS (A division of ACTE) State Meeting, Columbus, OH, August 5-7, 2013
Bill Delgado		3	*PIA Teacher Conference, Chicago, IL, September 7-9, 2013 (All expenses paid by Industry except meals.)

**\* Denotes out-of-state trip**

**CLASSIFIED**

Student Employment: Approve the employment of Justin Williams as student cafeteria workers for the 2013-14 school year at a rate of \$8.00 per hour.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

XIII. NEW BUSINESS (Continued)

- B. Resolution # Routine Items Recommended (may be handled as one motion). Moved to accept all of the following routine items, as recommended by the Superintendent.

Donations: Accept donations as per resolution #1976-167. **(Exhibit 9)**

Disposal of Inventory Items: Approve the disposal of varied inventory items as listed on **Exhibit 10.**

Cafeteria Prices: Approve cafeteria lunch prices for the 2013-14 school year. Type A lunch prices will be \$3.00 for students and \$3.50 for adults; reduced price lunch will be \$.40. The prices for a la carte items and catering prices are to be determined by the Business Manager.

SMART Consortium: Approve renewal of membership in the SMART Consortium for the 2013-14 school year at a cost of \$2,000.

Renewal of Superintendent's Legal Assistance Hotline: Approve renewal of CVCC membership in the Legal Assistance Hotline for up to 10 hours. The length of the contract will be 12 months beginning July 1, 2013 through June 30, 2014.

Renewal of Membership – NSPRA/Ohio: Approve renewal of institutional membership dues for NSPRA/Ohio for one year beginning August 1, 2013 through July 31, 2014 in the amount of \$175.

Policies: Conduct the second reading and adoption of policies reviewed and recommended by the Policy Committee, and as presented at the May 23, 2013 Board of Education Meeting as recommended by the Superintendent and Executive Director.

**Bylaw 0160**  
0165.02

**Bylaw Title**  
Special Meetings

**Policy #**  
1520  
1530  
2270

**Policy Title**  
Employment of Administrators  
Evaluation of Principals and Other Administrators  
Religion in the Curriculum

- 3131 Reduction in Staff
- 3220.03 Evaluation of Teachers
- 5515.01 Safe Operation of Motorized Utility Vehicles by Students
- 5630.01 Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
- 6107 Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures
- 7530.02 Staff Use of Personal Communication Devices

2013-14 CVCC High School Faculty Handbook: Approve the CVCC High School Faculty Handbook for 2013-14. **(Exhibit 11)**

(High School Faculty Handbook available for review in its entirety online at - drop down list "Documents and Forms," High School, Handbook. Policy and Administrative Guidelines can be viewed online also. Click on "Board of Education," drop down list "Bylaws and Policies.")

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
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Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

#### XIV. OTHER BUSINESS

- A. Resolution # Compliance with SB 165 Requirements for Local End-of-Course Examinations in American History and American Government Incorporating Study of Historical Documents: Approve compliance with SB 165 requirements for local end-of-course examinations in American History and American Government, which requires the State Board of Education to incorporate into the state social studies standards, for grades 4 to 12 academic content regarding the original texts of the Declaration of Independence, Northwest Ordinance, U.S. Constitution, and Ohio Constitution by July 1, 2013, and further requires the State Board to revise the state model curricula and achievement assessments in social studies to include the new academic content.

Furthermore, specifies that a valid educator license in social studies is sufficient to teach the additional American history and American government content required by the bill.

Be it further resolved that the Superintendent is hereby directed to take any and all steps necessary to implement this resolution so that the required interim end-of-course examinations will be in place for utilization during the 2013-14 school year.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

- B. Resolution # Consultant Services: Approve a consultant contract with Diversity Initiatives from September 2013 through May 2014 to provide consultation services in relation to diversity subjects at Cuyahoga Valley Career Center at a cost of up to \$8,250.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
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Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

- C. Resolution # Out-of-District SkillsUSA National Competition: Approve an out-of-district SkillsUSA national competition by Bill Delgado, Graphic Imaging Technology Instructor, and 3 students to Kansas City, Missouri, June 23 through 29, 2013. Instructor and student expenses to be paid in accordance with CVCC Board policy. Trip subject to cancellation by Superintendent dependent upon world events.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

- D. Resolution # Out-of-State Trip: Approve an out-of-state trip by Joseph Dannemiller, Executive Director, to meet with representatives of the Ohio Congressional Delegation in Washington, D. C., June 19 & 20, 2013, in his capacity as President of the Ohio Association of Career and Technical Education. There is no cost to the district.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
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Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

- E. Resolution # Student Travel: Approve Elizabeth Davis, Engineering Technology student, for travel from June 2013 through June 2014 to fulfill duties as the SkillsUSA President for the State of Ohio. All expenses associated with travel will be paid for by the State of Ohio SkillsUSA.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
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Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

- F. Resolution # Council on Occupational Education Workshop: Approve Liz Walton, Adult Education Director, to attend a Council on Occupational Education (COE) workshop in Parkersburg, West Virginia, July 22 and 23, 2013. This training is to prepare for the documentation of our records and data for the new COE accreditation. Workshop is partially funded by Carl D Perkins Adult Education Grant FY14.

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_



- G. Resolution # Oil and Gas Well Location: In accordance with the original Gas and Oil Lease approved by the Cuyahoga Valley Career Center Board of Education on December 3, 2009, (Resolution #2009-90) location 3 is approved as proposed, north of the auxiliary north parking lot.
- H. Resolution # Roof Bids: Accept and approve the bid by Master Renovations, Inc. in the amount of \$14,309.00 to repair and maintain the roof, and reject all other bids. **(Exhibit 12)**

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

XV. ADJOURN

ROLL CALL: Mrs. Dolezal \_\_\_\_\_ Mrs. Hower \_\_\_\_\_ Mr. Kelley \_\_\_\_\_  
Dr. Kenzig \_\_\_\_\_ Mrs. Kitson \_\_\_\_\_ Mrs. Klingenberg \_\_\_\_\_  
Mrs. Laski \_\_\_\_\_ Mrs. Mack \_\_\_\_\_ Mr. Shebeck \_\_\_\_\_

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**REGULAR MEETING:**

**THURSDAY, July 25, 2013 – 6:30 P.M.**