

**CUYAHOGA VALLEY CAREER CENTER  
BOARD OF EDUCATION  
Regular Board Meeting – 6:30 p.m.  
Thursday, December 5, 2013 Conference Rooms 691-692**

**6:00 p.m. Conference Room 670  
Policy Committee  
Christine Kitson  
Steve Shebeck  
Kathleen Mack, Chairperson**

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

- ★ Recap of Capital Conference – November 10-13, 2013
- ★ Associate Districts' Report  
(Nordia Hills, North Royalton, Revere, Twinsburg)
- ★ Tentative Work Sessions for 2014  

<b>January 16, 2014</b>	<b>June 12, 2014</b>	<b>October 2, 2014</b>
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- ★ Tentative Board Meeting Dates for 2014  

<b>February 27, 2014</b>	<b>June 26, 2014</b>	<b>November 6, 2014 (Combined BOE Dinner)</b>
<b>March 20, 2014</b>	<b>July 24, 2014</b>	<b>December 11, 2014</b>
<b>April 24, 2014</b>	<b>August 28, 2014</b>	<b>January 15, 2015</b>
<b>May 22, 2014</b>	<b>September 25, 2014</b>	
- ★ Organizational Meeting – January 9, 2014 (Orientation for New Board Members at 4:00 p.m. and returning Board Members at 5:45 p.m.)

Resolution # Elect President Pro-Tempore: Approve election of \_\_\_\_\_ to serve as president Pro-Tempore to preside over the January 9, 2014 Organizational Meeting of the Board of Education, until the Board President for 2014 has been determined, as recommended by the Board of Education.

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

V. SUPERINTENDENT'S REPORT

- ★ Board Appreciation and Recognition
- ★ Recognition of CVCC Treasurer Joy Clickenger – Retirement December 31, 2013
- ★ HB 264 Reconciliation Report
- ★ “Business of the Month” – City of Macedonia
- ★ CVCC News Flash

**NOTE TO OUR GUESTS:** The Board will take a short break to greet and congratulate Cuyahoga Valley Career Center Treasurer Joy Clickenger on her forthcoming retirement. Those people not interested in remaining for the business portion of the Board meeting are welcome to leave.

VI. COMMITTEE REPORTS

- ★ Policy, Kathleen Mack, Chairperson
- ★ Legislative Liaison, Dr. Stephen Kenzig

Conduct the first reading of the following policies: (no Board action required)

Bylaws/Policies

0118	Philosophy of the Board
0140	Membership
0165.1	Regular Meetings
0165.2	Special Meetings
1220	Employment of the Superintendent
1520	Employment of Administrators
1630.01/3430.01/4430.01	FMLA Leave
1662/3362/4362	Anti-Harassment
2271	Postsecondary Enrollment Programs
2430	District-Sponsored Clubs and Activities
3120	Employment of Professional Staff
3220.03	Evaluation of Teachers
5513	Care of School Property
5517	Anti-Harassment
5517.01	Bullying and Other Forms of Aggressive Behavior
8210	School Calendar
8390	Animals on District Property
8462	Student Abuse and Neglect
8510	Wellness
9160	Public Attendance at School Events
9700	Relations with Special Interest Groups

VII. APPROVAL OF MINUTES

- ★ Regular Meeting of October 24, 2013 (**Exhibit 1a**)
- ★ Special Meeting of November 7, 2013 (**Exhibit 1b**)

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

VIII. 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.*

IX. FINANCES

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

Treasurer's Report: Acceptance of the Financial Reports for the month of October 2013. (**Exhibit 2**)

OSBA Legal Assistance Fund: Approve renewal of a contract with the OSBA for the Legal Assistance Fund from 1/1/14 to 12/31/14.

Treasurer's Bond: Approve bonding in the amount of \$50,000 for the Treasurer effective the length of the Treasurer's contract.

Return of Advances: Authorize a return of Advances to the General Fund 001 from the following:

461-9013	High Schools That Work	\$ 400.00
524-9013	Carl Perkins - Secondary	\$81,724.07
524-9023	Carl Perkins - Adult	\$39,116.20
590-9013	Title II	\$ 330.71
599-9023	Café Technology	\$ 40.00
599-9013	PCSP Grant	\$40,000.00
022-9006	Section 125	\$ 5,000.00

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

X. 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.

**ADMINISTRATIVE SUPPORT**

Re-Employ the Superintendent: Re-employ Dr. Celena Roebuck as Superintendent of the Cuyahoga Valley Career Center for a three (3) year term commencing August 1, 2014 and ending July 31, 2017. Steve Shebeck, Board President, shall sign on behalf of the Board of Education, the Superintendent's contract, which shall not contain any increase in salary or fringe benefits.

**CERTIFICATED**

Adult Education Instructors' List - 2013-14 School Year: Approve the addition of the following to the part-time Adult Education Instructors' List for the 2013-14 school year.

Joanne Sponsell	Nursing
Laurel Tombazzi	Personal Interest

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>
Rick Pinkava	2		W.O.W. (Work On Work) Saturdays, Columbus, January 11 and February 8, 2014

**\*Denotes Out-of-State Trip**

Resignation: Accept the resignation of James Parise, Career Based Intervention (CBI) Instructor, effective January 16, 2014.

Replacement: Authorize the replacement of a Career Based Intervention Instructor.

Supplemental Contract: Authorize issuing a partial-year supplemental workload contract to Todd Nicodemus, Math Instructor, effective January 20, 2014, for the remainder of the 2013-14 school year, with payment amount prorated to 50% in accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers.

Donation of Certified Staff Sick Leave: Accept the Superintendent's recommendation to waive restrictions as applicable to sick leave for Julie Jakubczak described in Article 33, "Sick Leave," Section D of the Agreement between the Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers as follows:

- Waive the 30 consecutive day absence requirement

### **CLASSIFIED**

Resignation: Accept the resignation of Kathleen Kocik, Cashier, effective November 29, 2013.

Replacement: Authorize a replacement for a Cashier.

### **CAREER DEVELOPMENT**

Resignation/Retirement: Accept the resignation/retirement of Rebecca Brehmer, Career Specialist, effective February 1, 2014.

Replacement: Authorize rescinding the suspension of the continuing contract of Debra Monaco (#2013-30 [28]) and recalling her, effective February 3, 2014, for the 2013-14 school year for 888 hours (prorated to 408 hours) plus applicable holidays at Career Specialist Step 2, per the Administrative, Support and Classified Exempt Employees Compensation and Fringe Benefit Policy.

Summer Camp Counselor Rates: Approve the Summer Camp Counselor rates for 2014 as follows: **Year 1** - \$1,000.00; **Year 2** - \$1,030.00; **Year 3** - \$1,061.00; **Year 4** - \$1,093.00; **Year 5+** - \$1,126.00. Summer camps are funded with the revenue collected from student registration fees less any grants or donations. All camps are subject to enrollments.

Supplemental/Consulting Contract – Development of Summer Camps: Approve supplemental/consulting contracts not to exceed \$200 per camp for development of 2014 Summer Camps as needed.

Registration Fees – Summer Camps: Approve registration fees as follows for Summer Camps:

<b>Member District Student</b>	<b>\$195.00</b>
<b>Non-Member District Student</b>	<b>\$205.00</b>

These fees will be used to offset the costs of the Summer Camps.

Reduction of Registration Fee – Summer Camps: Approve reduction of Summer Camp registration fee by \$25 for qualifying students who register by March 28, 2014.

Summer Camp Student Volunteers: Approve up to three (3) student junior or senior year volunteers per week per camp subject to counselor criteria and approval. Volunteers may be CVCC students or CVCC district high school students requiring volunteer credit hours from their school.

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

X. 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 3)**

Disposal of Inventory Items: Approve the disposal of varied inventory items as listed on **Exhibit 4**.

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

XI. OTHER BUSINESS

- A. Resolution # Out-of-State Field Trip: Approve an out-of-state trip by Ross Niinisto, Computer Aided Design Instructor, and Junior and Senior CAD students to Mill Run and Chalk Hill, Pennsylvania, to visit the Falling Water and Kentuck Knob, Frank Lloyd Wright designed homes, on April 10, 2014. Instructor's expenses for the trip will be paid through student activity. Trip subject to cancellation by Superintendent dependent upon world events. **(Exhibit 5)**

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

- B. Resolution # Overnight Student Competition: Approve student overnight trip for the State ProStart Competition for the Culinary Arts Management Team and instructor Barbara Hummer. Competition will take place in Columbus, Ohio, February 9 through 10, 2014. Cuyahoga Valley Career Center will pay expenses associated with the trip as per board policy. Trip subject to cancellation by the Superintendent dependent upon world events.

- C. Resolution # Out-of-State Trip: Per resolution #2013-70 approve an out-of-state trip by Penny Haser, Transition Coordinator, to act as chaperone and accompany Dental Assisting students to the Chicago Mid-Winter Dental Convention in Chicago, IL, February 20 through 22, 2014. Instructor expenses to be paid in accordance with CVCC Board policy.

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

- D. Resolution # Agreement with Physicians Medical Transport Team: Approve an agreement with the Physicians Medical Transport Team, whereby the Ambulance Company will provide clinical education to the Adult Education students in the EMT Program/Public Safety Program by allowing the students to "ride along" on any reported medical emergencies. **(Exhibit 6)**

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

- E. Resolution # Agreement with Southern Hills Health and Rehab Center: Approve the contractual agreement between Cuyahoga Valley Career Center and Southern Hills Health and Rehab Center as a clinical site for Practical Nursing students. The agreement is effective December 2013 through December 2015. **(Exhibit 7)**

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

XII. MOTION – RECESS TO EXECUTIVE SESSION

- 1.) For the purpose of discussing the “employment, promotion, or compensation of a public employee.”
- 2.) For the purpose of “conferences with the board’s attorney to discuss matters which are the subject of pending or imminent court action.”

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

XIII. 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 \_\_\_\_\_

Employ Treasurer: Authorize issuing a contract to Paul Smith, Business Manager, to become the Treasurer of Cuyahoga Valley Career Center while suspending his Business Manager contract, effective January 1, 2014, through July 31, 2016, in compliance with the terms and conditions set forth in said contract.

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

Assigning Powers And Duties Of Business Manager To Treasurer:

WHEREAS, the Cuyahoga Valley Career Center Board of Education (“Board of Education”) has appointed, Paul Smith, Treasurer of the Board of Education; and,

WHEREAS, Mr. Smith has vacated the position of Business Manager and his contract as Business Manager has been suspended; and,

WHEREAS, the Board of Education has not appointed a person to fill the position of Business Manager but instead wishes to assign the Business Manager duties to the Treasurer as permitted by Revised Code Section 3319.031,



NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Education hereby assigns all powers and duties of a business manager as specified in section 3319.04 of the Revised Code to the Treasurer to the full extent permitted by law, including Revised Code Section 3319.031.

2. Pursuant to Revised Code Section 3319.031, the Treasurer shall not have the authority to make recommendations to appoint or discharge non-educational employees, except as provided under section 3313.31 of the Revised Code and instead the district superintendent shall be responsible for making recommendations, subject to confirmation by the board, for the appointment or discharge of non-educational employees.

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

XIV. 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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**NEXT REGULAR/ORGANIZATIONAL MEETING – THURSDAY, JANUARY 9, 2014**