

**MINUTES OF THE ORGANIZATIONAL MEETING  
CUYAHOGA VALLEY CAREER CENTER  
BOARD OF EDUCATION  
Thursday, January 15, 2015 – 6:30 p.m.**

**BUDGET HEARING**

James Virost, President Pro-tempore, declared the Budget Hearing open.

James Virost, President Pro-tempore, declared the Budget Hearing closed.

The Organizational Meeting was called to order with the Pledge of Allegiance to the flag.

The following board members were welcomed and the oaths of office were administered by the Treasurer, Paul Smith as indicated:

**Three-Year Term**

Kathleen Mack, Brecksville-Broadview Heights  
Lynne Laski, Independence  
Russell Wells, North Royalton  
Claudia Hower, Revere

The following members answered roll call: Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells.

James Virost, President Pro-tempore, declared nominations for President open. Mr. Mahnic, Jr. nominated James Virost for President, and Mr. Shebeck nominated Mrs. Mack for President.

Moved by Mrs. Hower and seconded by Mr. Curtis to close the nominations for President.

Roll Call:   Ayes:           Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack,  
  Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
                  Noes:           None. **Motion Carried**

Mr. Virost, President Pro-tempore, called for a vote on the election of President.

Mr. Mahnic, Jr. voted for Mr. Virost.

Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mr. Shebeck, and Mr. Virost voted for Mrs. Mack. Mrs. Mack and Mr. Wells abstained.

The Treasurer, Paul Smith, administered the President's oath of office to Mrs. Mack.

Mrs. Mack, President, declared the nominations for Vice-President open. Mrs. Hower nominated Mr. Curtis for Vice-President.

Moved by Mrs. Mack and seconded by Mr. Shebeck to close the nominations for Vice-President.

Roll Call: Ayes: Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
Noes: None. **Motion Carried**

Mrs. Mack, President Pro-tempore, called for a vote on the election of Mr. Curtis as Vice President.

Roll Call: Ayes: Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
Abstained: Mr. Curtis  
Noes: None. **Motion Carried**

The Treasurer, Mr. Smith, administered the Vice-President's oath of office to Mr. Curtis.

**RESOLUTION NO. 2015-1 TIME AND PLACE OF BOARD MEETINGS**

Moved by Mr. Shebeck and seconded by Mr. Wells that the Cuyahoga Valley Career Center Board of Education shall hold its meetings on the following **Thursdays**:

FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV*	DEC	JAN**
26	26	23	21	25	23	27	24		5	10	14

*\*Combined BOE dinner*

*\*\*Organizational Meeting – January 14, 2016*

**Work Session Meetings:**

February 5, 2015  
6:00 p.m.

June 11, 2015  
6:00 p.m.

October 22, 2015  
6:00 p.m.

Regular meetings will begin at 6:30 p.m. (unless otherwise noted) in Conference Room A of the Cuyahoga Valley Career Center located at 8001 Brecksville Road, Brecksville, Ohio.

**Note:** Unless otherwise noted, the Ad Hoc Committees' time and place will always precede the Regular Meeting of the Board at 6:00 p.m. Work session meetings will begin as noted above in Conference Room A.

Roll Call: Ayes: Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack, Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
Noes: None. **Motion Carried**

**RESOLUTION NO. 2015-2 SERVICE FUND ESTABLISHMENT**

Moved by Mr. Shebeck and seconded by Mr. Virost to establish a service fund:

WHEREAS, Revised Code 3315.15 provides for the setting aside from the General Fund a sum not to exceed two dollars (\$2.00) for each child enrolled or twenty thousand dollars (\$20,000) whichever is greater, such sum of money to be known as the "Service Fund" to be used in paying expenses of members of the Board actually incurred in the performance of their duties or of their official representatives when sent out of the school district, now

THEREFORE, BE IT RESOLVED that the Board of Education of the Cuyahoga Valley Career Center does hereby establish a Service Fund, such fund to be set aside as an account within the General Fund, in accordance to the provisions of ORC 3315.15.

Roll Call:     Ayes:           Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack,  
  Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
                  Noes:           None. **Motion Carried**

**RESOLUTION NO. 2015-3 ORGANIZATIONAL BUSINESS**

Moved by Mr. Curtis and seconded by Mrs. Kitson to accept the following organizational items A through S as one motion:

A.     **Resolution No. 3 (1) General Counsel**

**General Council:** Authorized the Cuyahoga Valley Career Center to retain as general counsel the law firm of Fisher and Phillips LLP.

B.     **Resolution No. 3 (2) Ad Hoc Committees:**

**CVCC Ad Hoc Committees:** Approved Committees of Board Members, who shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board; committees shall consist of no more than four (4) members; members shall be appointed by the President; each Board Committee shall be convened by a Chairperson who shall report for the Committee; as approved by the Board of Education, and recommended by the Superintendent.

C.     **Resolution No. 3 (3) Dispense with Reading of Board Minutes**

**Dispense with Reading of Board Minutes:** Authorized that the reading of the Board Minutes be dispensed with, as these are e-mailed in advance of Board Meetings.

D.     **Resolution No 3 (4) Board Participation in Meetings**

**Board Participation in Meetings:** Authorized to continue Board Member participation in regional, state, and national meetings, directed toward achieving the Board's goals and objectives. Members of the Board of Education are encouraged to be actively involved in these areas. The Superintendent is expected to provide information and to assist members of the Board of Education in the pursuance of this District Goal, as recommended by the Board of Education.

E. **Resolution No. 3 (5) Organization Participation**

**Local, Regional, State, and National Organization Participation:** Approved the continuing District participation in local, regional, state, and national organizations which support the goals and purposes of the Cuyahoga Valley Career Center consistent with appropriation levels and in keeping with the Purchasing Policy of the District.

F. **Resolution No. 3 (6) Fiscal Procedures**

**Fiscal Procedures:** WHEREAS, in order to provide for the prompt transactions of fiscal affairs for 2015, it is necessary that authority be granted to the fiscal officer to proceed with related functions in this regard, now

**THEREFORE BE IT RESOLVED** by the Board of Education of the Cuyahoga Valley Career Center that the Treasurer be authorized to perform the following functions during 2015:

1. Invest funds, whenever practical as permitted by law, either in short-term or long-term investments, and to give a report to the Board each month;
2. Provide payments to employees for salaries and expenses, and to suppliers for goods and services within appropriations; and
3. Use a facsimile signature.

**BE IT FURTHER RESOLVED** that the Superintendent and Treasurer do internal appropriation transfers and/or transfers to other funds, as well as cash advances whenever necessary under provisions of the purchasing and other financial policies of the District.

G. **Resolution No. 3 (7) Conference Arrangements**

**Conference Arrangements for Board of Education:** Approved attendance for the Board President at the OSBA Presidents Workshop, expenses for the Board President and Vice President to attend Capital Conference, as well as up to one-half of the expenses for all Board Members per CVCC policy.

H. **Resolution No. 3 (8) Prevailing Wage Coordinator**

**Prevailing Wage Coordinator:** Pursuant to the requirements of Chapter 4115 of the Ohio Revised Code, it is recommended that Mr. Paul Smith, Treasurer, (Business Manager) [or the Superintendent's designee] be designated as the school district's Prevailing Wage Coordinator for 2015.

I. **Resolution No. 3 (9) Board's Suspension Hearing Officer**

**Board's Suspension Hearing Officer:** It is recommended that Mr. Paul Smith, Treasurer, (Business Manager) [or the Superintendent's designee] Mr. Michael Hall, Principal, and Joseph Dannemiller, Executive Director, be designated as the school district's Board's Suspension Hearing Officers for 2015.

J. **Resolution No. 3 (10) Title IX Coordinator**

**Title IX Coordinator:** Per the requirements of Title IX, the administration recommended the appointment of Mr. Paul Smith, Treasurer, (Business Manager) as the Title IX Coordinator for the Cuyahoga Valley Career Center for 2015.

K. **Resolution No. 3 (11) AHERA and Safety Coordinator**

**AHERA and Safety Coordinator:** Pursuant to the requirements of Public Law 101-236, it is recommended that Mr. Paul Smith, Treasurer, (Business Manager) [or the Superintendent's designee] be designated as the school district AHERA and Safety Coordinator for 2015.

L. **Resolution No. 3 (12) Title VI Coordinator**

**Title VI Coordinator:** Per the requirements of Title VI, the administration recommended the appointment of Mr. Paul Smith, Treasurer, (Business Manager) [or the Superintendent's designee] as the Title VI Coordinator for Cuyahoga Valley Career Center for 2015.

M. **Resolution No. 3 (13) Section 504 of the Rehabilitation Act of 1973/ADA**

**Section 504 of the Rehabilitation Act of 1973/ADA:** Per the requirements of Section 504/ADA, the administration recommends the appointment of Mr. Paul Smith, Treasurer, (Business Manager) [or the Superintendent's designee] as the Section 504/ADA Coordinator for the Cuyahoga Valley Career Center for 2015.

N. **Resolution No.3 (14) Participation in State and Federal Grants**

**Participation in State and Federal Grants:** Approved Cuyahoga Valley's participation in all state and federal programs and grants requiring Board approval including, but not limited to, Title II-A, Carl D. Perkins, High Schools That Work, Federal Pell and Direct Loans.

O. **Resolution No. 3 (15) Drug Free Compliance Officer**

**Drug Free Compliance Officer:** It is recommended that the Superintendent Dr. Celena Roebuck shall be designated Compliance Officer and shall establish whatever programs and procedures are necessary to meet the federal certification requirements but which also comply or do not interfere with collectively-bargained agreements (Drug-Free Workplace Policy #3122.01/page 1 of 1 – Professional Staff), as recommended by the Superintendent.

P. **Resolution No. 3 (16) Expulsion Hearing Officer**

**Expulsion Hearing Officer:** It is recommended that the Executive Director Joseph Dannemiller (or the Superintendent's designee) be designated as the Cuyahoga Valley Career Center's Expulsion Hearing Officer for 2015.

Q. **Resolution No. 3 (17) Appeal Hearing Officer**

**Appeal Hearing Officer:** It is recommended that the Superintendent Dr. Celena Roebuck (or the Superintendent's designee) be designated as the Cuyahoga Valley Career Center's Appeal Hearing Officer for 2015.

R. **Resolution No. 3 (18) Superintendent to Accept Resignations**

**Superintendent to Accept Resignations:** It is recommended that the Superintendent Dr. Celena Roebuck accept resignations, which have been submitted by employees during times when this Board is not in session. Upon approval by this Board, such resignations shall be deemed irrevocable after the Superintendent's acceptance.

The authorization provided by this resolution shall (remain in effect until withdrawn by formal action of this Board) commence on January 1, 2015 and remain in effect through January 15, 2016.

S. **Resolution No. 3 (19) Superintendent to Make Offers of Employment:**

**Superintendent to Make Offers of Employment:** It is recommended to authorize Superintendent Dr. Celena Roebuck, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or nonteaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to approval by this Board; provided however, that upon approval by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer.

Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

The authorization provided by this resolution shall (remain in effect until withdrawn by formal action of this Board) commence on January 1, 2015 and remain in effect through January 15, 2016.

Following a discussion relative to Item A "General Counsel," Mrs. Kitson moved and Mr. Virost seconded that the motion be removed from the table.

Roll Call:      Ayes:            Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack,  
    Mr. Mahnic, Jr., Mr. Virost and Mr. Wells

                                    Noes:             Mr. Shebeck

**Motion Carried**

Moved by Mrs. Hower and seconded by Mrs. Kitson to approve Organizational Business Items "B through S."

Roll Call: Ayes: Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack,  
Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
Noes: None. **Motion Carried**

The Board adjourned the organizational portion of the meeting at 6:55 p.m.

Roll Call: Ayes: Mr. Curtis, Mrs. Hower, Mrs. Kitson, Mrs. Laski, Mrs. Mack,  
Mr. Mahnic, Jr., Mr. Shebeck, Mr. Virost and Mr. Wells  
Noes: None. **Motion Carried**

APPROVED: Kathleen Mack

ATTESTED: [Signature]

DATE 2/25/2015

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