

REGULAR MEETING

Tri-County Career Center

February 20, 2018

The Tri-County Career Center's Policy Committee met on Tuesday, February 20, 2018 at 5:30 p.m. in Room 108 with the following Board Members in attendance: Mr. Depoy, Mr. Leckrone and Mr. Palmer. Also in attendance were: William Wittman, Superintendent; Laura Dukes, Treasurer and Tom McGreevy, Assistant Principal.

The committee reviewed proposed additions and changes to Board policies.

The Tri-County Career Center's Board of Education met in Regular Session on Tuesday, February 20, 2018, at 6:00 p.m. in Room 108.

A moment of silent reflection was observed and the Pledge of Allegiance was recited.

Members present for roll call were: Mr. Roger Brown, Mr. Kevin Coey, Mr. Micah Covert, Mr. John Depoy, Mr. Corby Leach, Mr. Jim Leckrone, Mr. Bruce Nottke, Mr. Jim Palmer, Mr. Ed Penrod and Mrs. Kathy Krumlauf presiding. Members absent for roll call were: Mr. John McGaughey. Also present were: William Wittman, Superintendent; Laura Dukes, Treasurer; Kelly Leffler and Tom McGreevy, Assistant Principals; Mindy Ingram, Administrative Assistant; Amy Doerfler, Marketing Coordinator and Steve Wheeler, Career Tech Placement/Testing Coordinator.

Special Presentation: Amy Doerfler (Marketing Coordinator) discussed various recruiting and marketing methods used for potential students. She also invited board members to attend the school's 50th anniversary celebration on March 22, 2018. There will be an open house with lab demonstrations from noon – 2:00 p.m. and a reception from 5:00 - 7:00 p.m.

Special Presentation: Steve Wheeler (Career Tech Placement/Testing Coordinator) discussed the annual Future Fair, which began six years ago. The Future Fair allows area vendors to set up tables with information about their company, college, etc. for students to visit. He also stated that mandatory state testing for students will be administered in the next several weeks.

8-18 It was moved by Mr. Penrod and seconded by Mr. Brown to approve the January 2018 Organizational and Special Board Meeting Minutes as mailed.

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. Nottke, Mr. Palmer and Mr. Penrod.

ABSTAINED: Mr. Coey.

NAYS: NONE.

MOTION CARRIED.

Discussion: Laura Dukes (Treasurer) reviewed the Treasurer's Agenda (A. – E.)

9-18 Upon recommendation of Laura Dukes, it was moved by Mr. Covert and seconded by Mr. Leach to approve the Treasurer's Agenda (A. – E.) as follows:

- A. Approve the Financial Report (January 2018)
- B. Accept the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies

REGULAR MEETING

Tri-County Career Center

February 20, 2018

- C. Accept the following FY18 federal grant awards:
 - 1. Students with Disabilities Career Readiness Grant in the amount of \$49,986.59
 - 2. Title II-A Supporting Effective Instruction in the amount of \$2,033.93
- D. Approve an increase to the FY18 Fund 524 High School Perkins federal grant award in the amount of \$6,301.22 (FY18 total of \$263,921.04)
- E. Amend the FY18 permanent appropriations as follows:

FUND NO.	FUND DESCRIPTION	PRIOR APPROP	INCR/ DECR	REVISED APPROP
001	General	7,250,000		7,250,000
003	Permanent Improvement	383,021		383,021
006	Food Service	242,870		242,870
007	Special Trust	27,177		27,177
009	Uniform School Supplies	41,778		41,778
011	Rotary-Special Services	59,022		59,022
012	Adult Education	794,149		794,149
018	Public School Support	6,350		6,350
022	Virtual Learning Deposits	4,000		4,000
200	Student Activities	104,833		104,833
451	Data Communication	1,800		1,800
499	Misc State Grants	38,989	49,986	88,975
524	Voc Ed Perkins	257,620	6,301	263,921
535	Pell	250,000		250,000
590	Title II-A	0	2,034	2,034
599	Misc Federal Grants	325,937	445	326,382
TOTAL		9,787,546	58,766	9,846,312

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Laura Dukes discussed the following:

- 1. The school received an Auditor of State Clean Audit Award.
- 2. The contract with eSchool View (approved at the November Regular 2017 Board Meeting) has been modified due to services the company is unable to provide to the school. The new cost is lower than the original contract. A refund will be received for the difference.

Due to the absence of Connie Altier (Director), Kelly Leffler (Assistant Principal) presented the Director's Report.

Discussion: Kelly Leffler distributed and discussed the following:

- 1. Enrollment count sheet for the high school. Currently, 445 students are enrolled.
- 2. Enrollment/placement data sheet for Adult Education.
- 3. The Adult Education's Career Training Programs brochure. The brochure lists program options.

REGULAR MEETING

Tri-County Career Center

February 20, 2018

Discussion: Tom McGreevy (Assistant Principal) stated thirty-eight students will be participating in the SkillsUSA Regional Contest at C-TEC in Newark on Saturday, February 24.

The first reading was held on the following additions/changes to Board Policy:

<u>File</u>	<u>Name</u>
ACA/ACAA	Non-Discrimination on the Basis of Sex/Sexual Harassment
ACA-R/ACAA-R	Non-Discrimination on the Basis of Sex/Sexual Harassment Grievance Procedures
DECA	Administration of Federal Grant Funds
DI	Fiscal Accounting and Reporting
DJC	Bidding Requirements
DJF	Purchasing Procedures
DJF-R	Purchasing Procedures
DN	School Properties Disposal
EBBA	First Aid
IGBI	English Learners
JEDA	Truancy
JFG	Interrogations and Searches
JFG-R	Interrogations and Searches

10-18 It was moved by Mr. Depoy and seconded by Mr. Palmer to go into Executive Session at 6:36 p.m. to consider the employment of a public employee.

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Mrs. Krumlauf (Board President) declared Open Session at 6:43 p.m.

Discussion: William Wittman (Superintendent) reviewed the Superintendent's Agenda (A. – D.) and noted the following revisions/addition:

Revisions:

A. Employment

I. High School

B. Kyle Collins, extended service days for FFA Instructor and/or Advisor, through the start of the 2018-19 School Year, paid by time sheet, salary per negotiated agreement

Change To:

B. Kyle Collins, up to 15 extended service days or 105 hours for FFA Instructor and/or Advisor, through June 30, 2018, at per diem rate, paid by time sheet

C. Kelly Smith – Change FY17 to FY18

REGULAR MEETING

Tri-County Career Center

February 20, 2018

Addition:

A. Employment

V. High School Substitute Cook FY18

- A. Erin Perkins, as needed, paid by time sheet, \$10.25 per hour

11-18 Upon recommendation of William Wittman, it was moved by Mr. Covert and seconded by Mr. Nottke to approve the Revised Superintendent's Agenda (A. – D.) as follows:

- A. Employment With Revisions (see page 4046)
- B. Approve the resignation of Cody Maccombs (Diesel Ag Instructor) as of 2/9/18, and rescind the previous action of the Board granting Mr. Maccombs military leave for the time period for which he will no longer be an employee of the Center
- C. Approve out-of-state travel for Connie Altier to attend NADO – DDAA Annual Conference in Washington, DC, March 18 – March 21, 2018, and reimburse expenses per Board policy
- D. Approve job description for Marketing and Recruiter for Adult Education (see pages 4047 - 4048)

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: William Wittman discussed the following:

- 1. Expressed his thanks to Mr. Penrod for traveling to Washington, DC to meet with legislators. Mr. Penrod stated that he met with Senators Brown & Portman, their aides and aides to Representative Stivers. Topics discussed included improvements to buildings and Perkins Funding.
- 2. Recognized the following Board Members for their service:
 - Mrs. Krumlauf – 20 years
 - Mr. Brown – 15 years
- 3. He, along with Mr. Nottke, Kelly Leffler and Laura Dukes, will be interviewing two architects on Thursday.

12-18 It was moved by Mr. Depoy and seconded by Mr. Covert to approve the Board's Agenda (A. – B.) as follows:

- A. Authorize attendance at the OSBA Southeast Region Spring Conference, to be held on Tuesday, March 27, 2018, at Coshocton County Career Center, Coshocton, OH, by Mr. Brown, Mr. Covert, Mrs. Krumlauf, Mr. Leach, Mr. Nottke and Mr. Penrod (Board Members) and pay training compensation and expenses per Board policy



REGULAR MEETING

Tri-County Career Center

February 20, 2018

- B. Authorize attendance at the OSBA Board Leadership Institute to be held Friday, April 27, 2018, to Saturday, April 28, 2018, at Polaris Hilton in Columbus, OH by Mr. Brown, Mr. Coey, Mrs. Krumlauf, Mr. Leach, Mr. Nottke and Mr. Penrod (Board Members) and pay training compensation and expenses per Board policy

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Mr. Depoy stated that Mr. Rex Robinson will be recognized for 45 years of service at an upcoming Athens-Meigs ESC Board Meeting.

Discussion: Laura Dukes distributed 2018 Legislative Platform information to Board Members.

Mr. Micah Covert (Legislative Liaison) discussed the following:

1. SB 82 – Requires a public school to place a telephone call within one hour of the start of the school day to a parent whose child is absent without legitimate excuse.
2. SB 216 – Enacts Public School Deregulation Act-primary/secondary ed testing. This bill addresses the administration of preschool/primary/secondary educational programs. Amendments passed were:
 - a. eliminates the bills provision's regarding the kindergarten readiness assessment
 - b. requires an indicator for gifted students continue to be included on school report cards
 - c. revised the professional development requirements for gifted education teachers
3. The Senate Education Committee held their second hearing on HB 98. This bill addresses career information presentation to students. The committee adopted an amendment to add "career-technical education providers" to the list of representatives who are permitted to present career information to students.
4. The House's Higher Education and Workforce Committee heard testimony on HB 110. This bill establishes a sub-program within the College Credit Plus Program and permits students to participate in certified apprenticeship programs.
5. HB 512 – Consolidates the Ohio Department of Education, the Ohio Department of Higher Education and the Governor's Office of Workforce Transformation into a new cabinet level agency called the Department of Learning & Achievement.

Mr. Leach (Student Achievement Liaison) discussed the following:

1. Expressed his congratulations to students who competed in the recent regional competitions.
2. Advised Board Members to look at the school's phenomenal Facebook page. Many of the school's activities, along with student achievements, are posted on it.
3. Distributed the list of second term honor roll students.

Discussion: William Wittman discussed the school's food outreach program, which provides weekend food to homeless students. The Nelsonville Food Cupboard provides and boxes the food. The cost is \$100 per month. Donations to the Nelsonville Food Cupboard for this program can be given to him.

REGULAR MEETING

Tri-County Career Center

February 20, 2018

There being no further business to come before the Board at this time, Mrs. Krumlauf declared the February 2018 Regular Board Meeting adjourned at 7:15 p.m.

ATTEST:



Laura C. Dukes, Treasurer



Kathy Krumlauf, Board President

EMPLOYMENT RECOMMENDATIONS

February 20, 2018

The following candidates are recommended for employment by the Tri-County Career Center Board of Education as described.

William Wittman
Superintendent

I. HIGH SCHOOL

- A. Hire Kyle Collins, Diesel Ag Instructor, BA Step 10, beginning February 12, 2018 thru remainder of school year, benefits per negotiated agreement
- B. Kyle Collins, extended service days up to 15 days or 105 hours for FFA Instructor and/or Advisor, thru June 30, 2018, at per diem rate, paid by time sheet
- C. Kelly Smith, Project Search Instructor for the 2018-2019 school year as well as any necessary work required in FY18, salary and benefits per negotiated agreement

II. HIGH SCHOOL AFTER SCHOOL INSTRUCTORS:

- A. Prior Board approval 11/21/17:
Alicia Carter – English

III. HIGH SCHOOL/ADULT EDUCATION SUBSTITUTE FOR FY18

- A Alicia Carter

IV. ADULT EDUCATION

- A. Alicia Carter, Marketing and Recruiter for Adult Education, as needed, paid by time sheet, \$16.00 per hour
- B. Alicia Carter, Instructor, as needed, paid by time sheet, \$20.00 per hour

V. HIGH SCHOOL SUBSTITUTE COOK FY18:

- A. Erin Perkins, as needed, paid by time sheet, \$10.25 per hour

◆ Pending Certification

REGULAR MEETING

Tri-County Career Center

February 20, 2018

Tri-County Career Center Job Description

Job Title: Marketing and Recruiter for Adult Ed
Reports To: Adult Director
FLSA Status: Exempt
Approved Date: February 20, 2018

SUMMARY

The Marketing and Recruiter for Adult Ed will coordinate and lead efforts to promote the awareness of the Adult Center. They will design a marketing strategy which promotes students to enroll in one of our many workforce development programs, to maintain enrollment balance and strength at the Center. There is a need for flexibility in this position, as the needs of our stakeholders change.

ACCOUNTABILITY

This position reports to and is evaluated by the Adult Director or designee. Position is part time and has a flexible schedule

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serve as a member of the Marketing team when available.
- Assist in all areas of marketing for the Adult Center.
- Give input for Tri-County Career Center Newsletter.
- Liaison with Job and Family Services when needed.
- Coordinate development and distribution of promotional materials.
- Organize and present programs to students and community groups interested in learning more about options available at Tri-County Career Center Adult Division.
- Assist with visitation and other programs designed to promote specific career programs.
- Assist with Future Fair/Career Night.
- Assist with public relations/marketing of career and technical education of the Adult Division.
- Work on recruiting teachers to teach programs.
- Drive to offsite locations to pick up materials, attend meetings/conferences, and make presentations.
- Lift, arrange, and transfer materials weighing up to 10 pounds.
- Complete other related tasks as assigned.

QUALIFICATIONS

Background in marketing, career tech, and education preferred. Have significant Business and Industry related experiences. Experience in organizational development of student projects and marketing are essential. A "School to Work" background is a necessity.

EDUCATION AND/OR EXPERIENCE

BA; Master's degree preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries from students, parents, school personnel, and members of the business community. Ability to prepare publications that conform to prescribed style and format. Ability to prepare and effectively present information to students, parents, school personnel, and members of the business community.



REGULAR MEETING

Tri-County Career Center

February 20, 2018

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems, collect data and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Tri-County Career Center is committed to the highest safety standards. The responsibilities of the position include compliance with all organization and government safety regulations and procedures.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date