

REGULAR MEETING

Tri-County Career Center

July 17, 2018

Tri-County Career Center's Board of Education met in Regular Session on Tuesday, July 17, 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. Micah Covert, Mr. John Depoy, Mr. John McGaughey, Mr. Jim Palmer, Mr. Ed Penrod and Mr. Bruce Nottke presiding. Mr. Kevin Coey and Mr. Corby Leach entered the meeting following roll call. Members absent for roll call were: Mrs. Kathy Krumlauf and Mr. Jim Leckrone. Also present were: Laura Dukes, Treasurer; Connie Altier, Director; Kelly Leffler and Tom McGreevy, Assistant Principals; Mindy Ingram, Administrative Assistant; and Lisa Burleson, School Attorney.

35-18 It was moved by Mr. Penrod and seconded by Mr. Palmer to approve the June 14, 2018 Special Board Meeting Minutes, the June 19, 2018 Regular Board Meeting Minutes and the July 5, 2018 Special Board Meeting Minutes as mailed.

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

NAYS: NONE.

MOTION CARRIED.

36-18 It was moved by Mr. Brown and seconded by Mr. Leach to go into Executive Session at 6:04 p.m. to discuss the employment, discipline and compensation of a public employee with the following board members/individuals in attendance: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mr. Leach, Mr. McGaughey, Mr. Nottke, Mr. Palmer & Mr. Penrod, Board Members; Laura Dukes, Treasurer; and Lisa Burleson, School Attorney.

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

NAYS: NONE.

MOTION CARRIED.

Mr. Nottke (Board Vice-President) declared Open Session at 7:00 p.m. with the following board members present: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mr. Leach, Mr. McGaughey, Mr. Nottke, Mr. Palmer & Mr. Penrod.

Revisions to the Board's Agenda are as follows:

Move: Item A. Approve attendance at the OSBA Capital Conference, to be held Sunday, November 11, 2018, to Tuesday, November 13, 2018, in Columbus, OH at the Greater Columbus Convention Center by all Board Members & any administrator and pay training compensation and expenses per Board policy

To: Item C.

Move: Item B. Appoint Mr. Covert as Delegate and Mr. Penrod as Alternate for the OSBA Capital Conference

To: Item D.

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Add:

- A. Accept the resignation of William Wittman, Superintendent, effective July 17, 2018 and approve the related Resignation Agreement as presented to the Board and authorize Treasurer to execute terms of Resignation Agreement on behalf of the Board
- B. Appoint Connie Altier to serve as Interim Superintendent for the period beginning July 17, 2018 and ending upon hire of a permanent Superintendent, with a monthly supplemental of \$1,000; contract to be presented to Connie Altier by the Treasurer on behalf of the Board

37-18 It was moved by Mr. Depoy and seconded by Mr. Leach to approve the Board's Agenda Item A. as follows:

- A. Accept the resignation of William Wittman, Superintendent, effective July 17, 2018 and approve the related Resignation Agreement as presented to the Board and authorize Treasurer to execute terms of Resignation Agreement on behalf of the Board

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

NAYS: NONE.

MOTION CARRIED.

38-18 It was moved by Mr. Covert and seconded by Mr. Penrod to approve the Board's Agenda Item B. as follows:

- B. Appoint Connie Altier to serve as Interim Superintendent for the period beginning July 17, 2018 and ending upon hire of a permanent Superintendent, with a monthly supplemental of \$1,000. Contract to be presented to Connie Altier by the Treasurer on behalf of the Board

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

NAYS: NONE.

MOTION CARRIED.

39-18 It was moved by Mr. Penrod and seconded by Mr. McGaughey to approve the Board's Agenda Items C. & D. as follows:

- C. Approve attendance at the OSBA Capital Conference, to be held Sunday, November 11, 2018, to Tuesday, November 13, 2018, in Columbus, OH at the Greater Columbus Convention Center by all Board Members & any administrator and pay training compensation and expenses per Board policy
- D. Appoint Mr. Covert as Delegate and Mr. Penrod as Alternate for the OSBA Capital Conference

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

NAYS: NONE.

MOTION CARRIED.

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Mr. Covert (Legislative Liaison) discussed the following:

1. The following bills are currently in the House:
 - a. HB 658: Requires all government entities (including schools) to inform all parents/guardians if a child expresses symptoms of gender dysphoria and obtain permission before engaging in any gender dysphoria treatment, program or therapy.
 - b. HB 702: Makes an appropriation for grants to support the employment of social workers at educational service centers.
 - c. HB 703: Establishes exemptions and revises policies for carrying concealed hand guns on public premises.
 - d. HB 705: Modifies the circumstances in which school district or educational service center treasurers may be held liable for loss of public funds.
 - e. HB 708: Individuals retiring from a state public retirement system, who are re-employed as a public employee, will not receive the pension portion of the retirements allowance for the period of employment.
 - f. HB 713: Requires the following: public schools to employ school psychologists and intervention specialists, annual mental health assessments of students and public schools adopt an in-service training curriculum in social/emotional development and trauma enforced care.
2. The following bills are currently in the Senate:
 - a. SB 313: Establishes a college application month program during which public schools must host activities each October to assist high school seniors with completing college applications.
 - b. SB 314: Requires school districts to employ school psychologists and intervention specialists.
3. The following bills were signed into law:
 - a. HB 87: Requires funds returned to the state, due to a community school enrollment audit, to be credited back to the applicable school districts.
 - b. HB 312: Regulates the use of credit cards and debit cards by political subdivisions.
 - c. HB 318: Allocates \$12,000,000 for grant funding for school resources officers.

Mr. Leach (Student Achievement Liaison) and Connie Altier stated that one instructor and one student from the school attended the SkillsUSA Leadership Camp held the week of July 9 at Hocking College. During that time, the student achieved the position of student leader.

Mr. Covert left the meeting.

Discussion: Laura Dukes (Treasurer) reviewed the Treasurer's Agenda (A. – C.) and noted the following addition:

- D. Accept an \$85,000 Regional Job Training state grant from Buckeye Hills Regional Council for solar equipment and training of students and instructors

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40-18 Upon recommendation of Laura Dukes, it was moved by Mr. Brown and seconded by Mr. Depoy to approve the Revised Treasurer’s Agenda (A. – D.) as follows:

- A. Approve the Financial Report (June 2018)
- B. Award FY19 Bakery Contract to Bimbo Bakery and the FY19 Dairy Contract to United Dairy, Inc.
- C. Amend the FY19 permanent appropriations as follows:

FUND NO.	FUND DESCRIPTION	ORIGINAL APPROP	INCR/ DECR	REVISED APPROP
001	General	8,150,000		8,150,000
003	Permanent Improvement	725,000		725,000
006	Food Service	233,456	10,000	243,456
007	Special Trust	32,776		32,776
009	Uniform School Supplies	48,693		48,693
011	Rotary-Special Services	64,028	(770)	63,258
012	Adult Education	662,643		662,643
018	Public School Support	9,550		9,550
022	Virtual Learning Deposits	4,000		4,000
200	Student Activities	0		0
451	Data Communication	0		0
499	Misc State Grants	0	40,000	40,000
524	Voc Ed Perkins	251,861		251,861
535	Pell	250,000		250,000
599	Misc Federal Grants	90,257	736	90,993
TOTAL		10,522,264	49,966	10,572,230

D. Accept an \$85,000 Regional Job Training state grant from Buckeye Hills Regional Council for solar equipment and training of students and instructors

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Depoy, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

ABSTAINED (Due to Home School Contract With United Dairy): Mr. Leach.

NAYS: NONE.

MOTION CARRIED.

Discussion: Connie Altier (Interim Superintendent) reviewed the Director’s Report (A. – B.) and noted the following addition:

D. Approve professional services contract, to be negotiated, with Athens County for a school resource officer for the 2018-19 School Year at an approximate cost of \$85,000

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The second reading was held on the following additions/changes to Board Policy (Director's Report Item C.):

<u>File</u>	<u>Name</u>
ING	Animals in the Schools
ING-R	Animals in the Schools
EBC	Emergency Management and Safety Plans
EBC-R	Emergency Management and Safety Plans (Administrative Rules/Protocols)
EEACD-R	Drug Testing for District Personnel Required to Hold a Commercial Driver's License
JECAA	Admission of Homeless Students
JED	Student Absences and Excuses
GBQ	Criminal Record Check
GCPD	Suspension and Termination of Professional Staff Members
IGCH (Also LEC)	College Credit Plus
IGCH-R (Also LEC-R)	College Credit Plus
LEC (Also IGCH)	College Credit Plus
LEC-R (Also IGCH-R)	College Credit Plus
GCD	Professional Staff Hiring
GCE	Part-Time and Substitute Professional Staff Employment
GDC/GDCA/GDD	Classified Staff Recruiting/Posting of Vacancies/Hiring
GDE	Part-Time, Temporary and Substitute Classified Staff Employment
GDPD	Suspension, Demotion and Termination of Classified Staff Members
JEDA	Truancy
LEA	Student Teaching and Internships

41-18 Upon recommendation of Connie Altier, it was moved by Mr. Coey and seconded by Mr. Palmer to approve the Revised Director's Report (A. – D.) as follows:

- A. Approve all adult full-time program tuition (tuition cost per term, \$1,050.00)
- B. Approve the Adult Education Catalog (on file in the administrative offices)
- C. Approve the following additions/changes to Board Policy:

<u>File</u>	<u>Name</u>
ING	Animals in the Schools
ING-R	Animals in the Schools
EBC	Emergency Management and Safety Plans
EBC-R	Emergency Management and Safety Plans (Administrative Rules/Protocols)
EEACD-R	Drug Testing for District Personnel Required to Hold a Commercial Driver's License
JECAA	Admission of Homeless Students
JED	Student Absences and Excuses
GBQ	Criminal Record Check
GCPD	Suspension and Termination of Professional Staff Members
IGCH (Also LEC)	College Credit Plus
IGCH-R (Also LEC-R)	College Credit Plus
LEC (Also IGCH)	College Credit Plus
LEC-R (Also IGCH-R)	College Credit Plus

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GCD	Professional Staff Hiring
GCE	Part-Time and Substitute Professional Staff Employment
GDC/GDCA/GDD	Classified Staff Recruiting/Posting of Vacancies/Hiring
GDE	Part-Time, Temporary and Substitute Classified Staff Employment
GDPD	Suspension, Demotion and Termination of Classified Staff Members
JEDA	Truancy
LEA	Student Teaching and Internships

D. Approve professional services contract to be negotiated with Athens County for a school resource officer for 2018-2019 school year at an approximate cost of \$85,000.

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Depoy, Mr. Leach, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Kelly Leffler discussed the recent water line break that occurred in the back hallway.

Discussion: Connie Altier (Interim Superintendent) reviewed the Superintendent's Agenda (A. – K.) and noted the following additions and revisions:

Add:

B. Employment

Add:

I. High School FY19

B. Steve Carder, Rehired Retiree, Classified Aide - 1 year contract, Step 3 of OAPSE Salary Schedule, benefits per negotiated contract, start date August 17, 2018

C. Gloria Powell, Food Service (Cook) - 1 year contract, Step 5 of OAPSE Salary Schedule, benefits per negotiated contract, start date August 17, 2018

L. Accept the resignation of Steve Carder, Shipping/Receiving/Inventory Clerk, effective August 16, 2018 to take the Aide position effective August 17, 2018

M. Approve changes to Food Service (Cook) job description

Notations:

C. Approve changes to Exempt and Classified Exempt Employee Provisions

Note: Title Change to Technology Coordinator/Supervisor

G. Approve changes to the Technology Coordinator job description

Note: Title Change to Technology Coordinator/Supervisor

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42-18 Upon recommendation of Connie Altier, it was moved by Mr. Leach and seconded by Mr. Penrod to approve the Revised Superintendent's Agenda (A. – M.) as follows:

- A. Approve the resignation of Kimberly Jarvis (Hospitality Services Instructor) effective July 6, 2018
- B. Employment and Additions to Employment (see page 4100)
- C. Approve changes to Exempt and Classified Exempt Employee Provisions - Note: Title Change to Technology Coordinator/Supervisor
- D. Approve change of job title from Assistant Principal/Maintenance Supervisor to Assistant Director/Maintenance Supervisor and Assistant Principal to Assistant Director
- E. Approve changes to Director job description (see pages 4101 - 4103)
- F. Approve changes to Assistant Director/Maintenance Supervisor job description (see pages 4104 - 4106)
- G. Approve changes to Technology Coordinator job description - Note: Title Change to Technology Coordinator/Supervisor (see pages 4107 - 4110)
- H. Approve Sports Medicine Lab Access Agreement (see pages 4111 - 4112)
- I. Approve out-of-state travel for all employees, as approved by administration, for FY19 to Parkersburg, WV & surrounding area and reimburse as per Board Policy
- J. Approve re-appointment of Connie Altier, Director and Tom McGreevy, Assistant Director, as Title VI, Title IX & 504
- K. Approve High School Staff Handbook (on file in administrative offices)
- L. Accept the resignation of Steve Carder (Shipping/Receiving/Inventory Clerk) effective August 16, 2018 to take the Aide position effective August 17, 2018
- M. Approve changes to Food Service (Cook) job description (see pages 4113 - 4115)

VOTING YES ON ROLL CALL WERE: Mr. Brown, Mr. Coey, Mr. Depoy, Mr. Leach, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Tom McGreevy (Assistant Director) stated that hard copies of updated Board Policy is available.

Discussion: Connie Altier discussed the following:

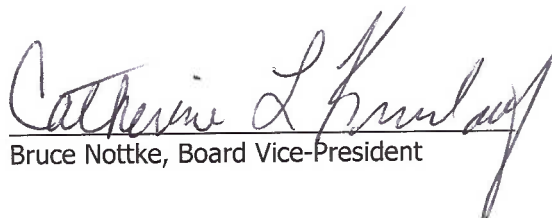
- 1. Orientation for new students will be held on Wednesday, August 15, at 5:30 p.m. and 6:30 p.m.
- 2. The first day for instructional staff will be on Friday, August 17. Board Members will receive an email invitation to attend an all-staff breakfast on that day.
- 3. She, along with Kelly Leffler, will be meeting with Jay Edwards and local fire departments tomorrow concerning possible training.

There being no further business to come before the Board at this time, Mr. Nottke declared the July 2018 Regular Board Meeting adjourned at 7:45 p.m.

ATTEST:



Laura C. Dukes, Treasurer



Bruce Nottke, Board Vice-President

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EMPLOYMENT RECOMMENDATIONS

July 17, 2018

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

Connie Altier
Interim Superintendent

I. HIGH SCHOOL FY19

- A. Christina Patterson, Part-Time Cosmetology Assistant - \$15.00 per hour, paid by time sheet, as needed
- B. Steve Carder, Rehired Retiree, Classified Aide - 1 year contract, Step 3 of OAPSE Salary Schedule, benefits per negotiated contract, Step 3, start date August 17, 2018
- C. Gloria Powell, Food Service (Cook) - 1 year contract, Step 5 of OAPSE Salary Schedule, benefits per negotiated contract, start date August 17, 2018

II. SUPPLEMENTAL

- A. Kyle Collins, FFA Instructor/Advisor - 20 days or 140 hours as needed 7/1/18 – 6/30/19, at per diem rate, paid by time sheet

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Tri-County Career Center Job Description

Job Title: Director
Reports To: Superintendent
FLSA Status: Exempt
Approved Date:

SUMMARY

This position is one of several Director Positions. The list of "Essential Duties and Responsibilities" below is a compilation of most of the key areas covered by all Director Positions. The assignment of these responsibilities will be determined on a yearly basis by the Superintendent. Within the assigned areas of responsibility, duties will include program planning, development, budget preparation and implementation and supervision of adult and high school division personnel and programs of operation.

ACCOUNTABILITY

This position reports to and is evaluated by the Superintendent. Accountability extends to the School Board, State and U.S. Department of Education (guidelines and funding), other approving agencies, staff, students, and the community.

ESSENTIAL DUTIES AND REPSONSIBILITIES may be selected and assigned from the following list. Other duties may be assigned.

- Operational oversight of Adult Education and High School Education
- Supervise Student Services/Guidance and Special Education
- Develop new programs that are in demand for high school and adult
- ~~Assessment Center/ Pearson View~~
- Responsible for staff development
- Responsible for COE and ~~AdvancEd~~ accreditation
- Maintain relationships with agencies
- Participate in membership in State and Local committees
- Coordinate Curriculum/Course of Study/Textbook Purchases
- Maintain budgets, student fees, and Perkins
- Prepare annual CCIP Plan
- Review and maintain grants
- Supervise technology
- ~~IPeds~~ Oversight of IPeds Submission
- LPDC/Staff Certification
- Evaluation and scheduling of staff
- Advisory committee approvals
- Equipment purchasing recommendations
- CTE-26's and course approval
- Student discipline oversight
- Marketing oversight
- Safety committee
- Student schedules

Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Fulfills the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.



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SUPERVISORY RESPONSIBILITIES

Specific supervisory responsibilities will vary depending on the assignments of the position. Responsible for the overall direction, coordination, and evaluation of the assigned units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Master's Degree (M.A.) and four to ten years related experience and/or training; or equivalent combination of education and experience. Superintendent's certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and complex documents. Ability to respond to common and sensitive inquiries or complaints from students, parents, regulatory agencies, or members of the business community. Ability to write speeches and articles using appropriate and effective techniques and format. Ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or boards of education.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess a minimum of a Director or Superintendent Certificate/License or a Secondary Principal Certificate (as applicable).

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 sit and talk or hear. The employee frequently is required to use hand to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hand and arm, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This is primarily a "desk job" requiring the ability to write or type, read and communicate (hear and talk).



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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

REGULAR MEETING

Tri-County Career Center

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Tri-County Career Center Administrative - Job Description

Job Title: Assistant ~~Principal~~ **Director**/Maintenance Supervisor
Reports To: Director/Superintendent
FLSA Status: Exempt
Approved Date:

The position of Assistant ~~Principal~~ **Director**/Maintenance Supervisor combines two unique roles in the administrative structure of Tri-County Career Center. The general responsibility of this position will entail professional leadership with both, certificated and classified staff in a supervisory role. Supervision and evaluation of Teachers, Custodians and Maintenance staff, along with other administrative duties as required.

SUMMARY

The Assistant ~~Principal~~ **Director**/Maintenance Supervisor acts as an Administrative Leader within the Career Center overseeing: ~~HS~~ **adult** students, curriculum, evaluations, professional development, building and grounds and all maintenance/custodians. Other administrative duties as assigned.

ACCOUNTABILITY

The position reports to and is evaluated by the Director and/or the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES may be selected and assigned from the following list. Other duties may be assigned.

- Communicate with **Maintenance, Adult** Staff and Administration in the areas of:
 - ~~Student Attendance/Discipline~~
 - ~~Juvenile Court Referrals~~
 - LPDC
 - ~~Teacher Evaluation~~
 - Professional Development **as needed**
 - Organize and assist with student events (fundraisers, competitions, etc.), **as needed**
- Communicate with ~~parents regarding student attendance, discipline and other information as necessary~~ **agencies and businesses**
- ~~Supervision of students at all activities, including: lunch, parking lot, dances and functions at the school, etc.~~
- Network and cooperate with ~~Affiliate Schools~~ **stakeholders** as needed
- Assist the Director to ensure smooth day-to-day operation of the ~~High School~~ **Adult** Division
- Serve as a role model for students and staff
- **Assessment Center Pearson Vue**
- **Participate in Membership in State and Local Communities**
- **LPDC**
- **Give input on Curriculum, Course of Study, and Textbook purchases**
- **Maintain adult/maintenance budgets and student fees**
- **Evaluation of Staff**
- **Assist with IPeds**
- **Safety Committee**
- **Marketing of Adult Education Programs**
- **Adult Education Advisory Committee Approvals**
- Scheduling of Maintenance and Custodial assignments
- Maintenance of all buildings within the district: electrical, painting, and carpentry

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- Maintenance Supervision of:
 - Boiler Inspection
 - Building Blueprints
 - Asbestos Inspection
 - ADA Compliant
 - Fire Alarm Inspection
 - Fire Extinguisher Inspection
 - Health Department Inspection
 - HVAC System
 - Hoist Inspection
 - Kitchen Hood Inspection (kitchen & culinary)
 - Inventory Committee
 - OSHA Inspection
 - Sprinkler Inspection
 - State Fire Marshall Annual Visits
- Maintenance/supervision of all vehicles and equipment
- Supervise **Adult Education** students or temporary workers when needed
- Attends professional development workshops as requested
- Maintain communication with outside contractors and vendors as related to assignment
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Specific supervisory responsibilities will vary depending on the assignments of the position. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS/EDUCATION AND/OR EXPERIENCE

Background in Educational Administration. Master's Degree, Principal, or appropriate Administrative Licensure from the Ohio Department of Education. Experience in workforce education preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints 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.

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.



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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 hand to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 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

REGULAR MEETING

Tri-County Career Center

July 17, 2018

Tri-County Career Center Position Description

Job Title: Technology Coordinator/**Supervisor**
Reports To: Director/Principal
Employment Status: Full-Time
FLSA Status: Non-Exempt
Approved Date:

SUMMARY: Directs and coordinates technology activities throughout the district by performing the following duties:

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

- Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, and Internet service providers
- Manage webpage and maintain website and the schools Facebook page
- Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup
- Establishes and maintains network users, user environment, directories, and security
- Responds to the needs and questions of network users concerning access to resources on the network and the operation of various software programs
- Develops and communicates standards for use, operations, and security of network, personal computers, and data
- Communicates with other departments to report and resolve software, hardware, and operations problems
- Researches and evaluates new technologies
- Provides professional development activities for software and equipment usage
- Consults with school Directors to develop system solutions consistent with organizational objectives
- Seeks quotes for hardware, software, telecommunications, support, and training vendors
- Installs and tests software upgrades
- Allocate computer placement throughout the district
- Collects and analyzes network and memory utilization
- Troubleshooting equipment problems
- Authorizing sign out and inventory of equipment, digital cameras, laptops, iPads, and projectors
- Maintain help desk
- Maintain users on server as well as assure all users have an Internet agreement
- Administrator of: Navigate, cameras, bell system, Infinite Campus, **phone system**, security doors, software, and on-line learning
- **Responsible for telephone setup and configuration**
- **Attend team meetings as available**
- Maintain camera and door access control systems
- Maintain FCC licenses for the schools 2-way radios
- Maintain the school MARCS radios and do monthly checks on the system
- Responsible for recommending purchases of district technology equipment
- Upgrade and maintain tech computers and equipment in the district on an annual basis
- Develops and implements disaster recovery procedures

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- Coordinates Career Center activities and data system with META, ETSEO, and E-Tech
- Provides leadership and implements the Tri-County VEPD's Technology Plan in coordination with the Ohio E-RATE Office as well as applying with E-RATE
- Back-up contact for telephone system
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Fulfills the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values

Training

- Train teachers on school related software
- Troubleshooting computer operation for students
- Incorporating technology into content curriculum
- Training on new software and computer equipment, as needed
- Preparing technology lessons for instructors and programs, as needed
- Provide training on email and proper internet usage
- Provide training on basic computer and network usage

Online Learning

- Goggle Classroom
- Consulting with ~~Guidance~~ **Counseling** Department
- Advising and troubleshooting for instructors
- Corresponding by e-mail with students, teachers, and institutions
- Attending training for Online Learning and Goggle Classroom
- ~~Marketing Virtual Learning to feeder schools~~
- Maintaining current operating system
- Establishing each student account
- Training teachers and student participants on how to use program
- Troubleshooting program and passwords with staff and students

SUPERVISORY RESPONSIBILITIES

~~This job has no supervisory responsibilities.~~ **Supervise Technology Assistant and responsible for Technology Assistant job duties.**

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (BA) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Desire emphasis in Computer Science or Computer networking, with experience and competence in computer information systems technologies. Experience or knowledge of daily educational functions are desired.

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Applicant must have expertise in systems management, purchasing/utilization of software/hardware, and have successful management/administrative experience. Additionally, applicants must have:

- A thorough and confirmable knowledge of computer operating systems (including Apple and Windows) and application software
- Experience diagnosing and solving hardware and software problems
- A willingness to learn and become proficient in operations and support of the district's video, phone, and computer networks and various software programs
- A high level of verbal, written, and interpersonal communications skills
- Operate and maintain Network and Servers
- Experience with VMware software (VMesxi, Horizon View suite) preferred
- Experience with imaging software (fog) preferred
- A+ certification preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff, regulatory agencies, or members of the business community. Ability to effectively present information to administration, public groups, staff, Board of Education and Department of Education.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: None applicable.

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 stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.



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While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and risk of radiation. The noise level of 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.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties as required by their supervisor, appointing authority, or designee.

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

REGULAR MEETING

Tri-County Career Center

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SPORTS MEDICINE LAB – ACCESS AND USE AGREEMENT

PLEASE READ THIS SPORTS MEDICINE LAB – ACCESS AND USE AGREEMENT (“Agreement”), WHICH INCLUDES A FULL WAIVER AND RELEASE OF LIABILITY, CAREFULLY BEFORE SELECTING EITHER THE “Yes” or “No” OPTION TO THE “I accept the terms of this Agreement” STATEMENT BELOW. BY SELECTING THE “Yes” OPTION TO THE “I accept the terms of this Agreement” STATEMENT BELOW, YOU ARE CONFIRMING YOUR AGREEMENT TO BE BOUND BY THE TERMS OF THIS Agreement. IF YOU DO NOT AGREE TO THE TERMS OF THIS Agreement, SELECT THE “No” OPTION AND DO NOT ACCESS OR USE THE SPORTS MEDICINE LAB.

In exchange for being allowed the opportunity to access and/or utilize the Sports Medicine Lab facilities provided by the Tri-County Career Center (“Center”), the undersigned hereby agrees and acknowledges as follows:

1. Identification of Risks. **I understand that the activity of physical exercise involves certain physical risks, both foreseeable and unforeseeable, including, without limitation, the risk of injury, property damage, disability, death and other losses to participants and bystanders and I expressly accept and assume those risks.** I am aware of the risks and dangers inherent with the activities in which I will be participating at the Sport Medicine Lab, and I acknowledge that I am capable of participating in those activities responsibly.
2. Assumption of Risk. I am physically able to use the Sports Medicine Lab facilities provided by the Center and assume all risks connected with using the Sports Medicine Lab facilities provided by the Center. I understand that before beginning or changing any exercise program, it is recommended that I consult with my physician. I understand and agree that any bodily injury, disability, death or loss or damage of property and expenses as a result of participating in any exercise activity or use of the Sports Medicine Lab facilities are my personal responsibility. I further acknowledge that the Center recommends that any and all use be in the company of at least one (1) other authorized user, for safety reasons.
3. Sports Medicine Lab Access. I agree that I am personally responsible for my access to and use of the Sports Medicine Lab, and I will not allow anyone else to gain access to or use the Sports Medicine Lab.
4. Waiver and Release. ***As lawful consideration for being permitted to utilize the Sports Medicine Lab facilities, I hereby release and discharge from any claims, demands, losses, damages and legal liability arising from or in any way related to my use of, enjoyment of, observation of, and/or participation in Sports Medicine Lab facilities, and I agree not to sue, claim against the property of, or prosecute, the Center, and all of its directors, officers, members, partners, organizations, agents, employees, invitees, successors and assigns (all of the foregoing, collectively, “releasees”) whether or not such suits, claims, demands, losses, damages and legal liability arise or are in any way related, in whole or in part, to the active or passive negligence of the Center or any of the releasees (including, without limitation, negligent rescue operations), and I hereby also release the Center and releasees from any other cause. I further agree to indemnify and hold harmless the Center and releasees, from and against any and all property damage, injury or death caused by, suffered by or in any way resulting from my use of, enjoyment of, observation of, and/or participation in Center facilities or any Center events, whether or not such property damage, injury or death was caused in whole or in part by the active or passive negligence of the Center or any of the releasees. This Waiver and Release shall be legally binding upon me, my spouse and heirs, my beneficiaries, my estate, assigns, legal guardians and my personal representatives. I also intend for this Waiver and Release to apply to any state or federal claim, whether arising under statutory or common law.***

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5. Entrances and Exits. I agree that I will enter and exit the Sports Medicine Lab only by the entrances and exits operated by the authorized access I have personally been granted. I further agree to only enter and exit the Sports Medicine Lab at times designated and authorized by the Center's administration.

6. Consequences. I agree that in the event that I violate any term or condition of this Agreement, the Center may, in its sole discretion, permanently revoke my permission to access and use the Sports Medicine Lab.

7. Acknowledgment of Waiver. I have carefully read this Agreement and fully understand its contents. I am aware that I am releasing substantial legal rights that I otherwise may have and enter into this Agreement of my own free will, and with full comprehension and awareness of the risks involved. By signing this Agreement, I expressly agree that the foregoing Waiver and Release, and Acknowledgement of Waiver are intended to be as broad and inclusive as is permitted by the law of the State of Ohio and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **THIS IS A RELEASE OF LIABILITY. DO NOT SIGN THIS AGREEMENT IF YOU HAVE NOT READ IT COMPLETELY OR DO NOT UNDERSTAND OR DO NOT AGREE WITH ANY OF ITS TERMS.**

8. Effective Dates. I acknowledge and agree that this Agreement is effective upon the date of execution noted below herein until such time as I cancel this Agreement in writing by providing signed written notice of same to the Center's Superintendent, or until such time as the Center's Superintendent notifies me in writing that this Agreement is cancelled.

I accept the terms of this Agreement:

Signed: _____
By (Print Full Legal Name): _____
Date: _____

REGULAR MEETING

Tri-County Career Center

July 17, 2018

TRI-COUNTY CAREER CENTER Job Description

Job Title: Food Service
Reports To: Managing Cook/Director
FLSA Status: Non-Exempt
Approved Date:

SUMMARY

Responsible for daily cafeteria operations under the guidelines of the Ohio Department of Education – School Lunch Division. Prepares Type A School Lunch/Breakfast Service including preparation, set-up, sales presentation and clean-up.

ACCOUNTABILITY

Receives oral and written instructions from the Managing Cook or School Director

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

- Complies with ODE – School Lunch Division, Ohio Department of Health and other related governing body requirements
- Prepares production sheets
- Assists with ordering and receiving of food and supplies
- Knowledge of cash register operations – responsible for beginning and ending balance
- Serves, portions, and arranges foods
- Follows recipe specifications and measures precisely
- Cleans equipment, food preparation, and service areas
- Assists with accounting of inventory and rotates food inventory
- Maintains confidentiality of free and reduced student lunch status
- Operates kitchen equipment – adjusts thermostat controls to regulate temperature of ovens, combi-skillet, steam kettles, and small appliances
- Prepares food
- Acts as a “trouble shooter” for service line during meal service
- Assists with vending machine operations as needed
- Works cooperatively with Career Center high school students as assigned
- Stores food and equipment safely
- Attends professional development workshops as requested
- Assists with menu preparation
- Performs related duties as assigned
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Fulfills the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

SUPERVISORY RESPONSIBILITIES

This position may have leadership responsibilities in the absence of the Managing Cook. Supervision of student workers in accordance with the organization’s policies and applicable laws.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) **or equivalent, or ability to obtain within 12 months of employment.** In addition, prefer one to three months of related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers, employees or organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATIONS

No requirements.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to climb or balance. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.



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While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and potentially radiation. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Tri-County Vocational School is committed to the highest safety standards. The responsibilities of the position include compliance with all organization and government safety regulations and procedures. This position requires that the employee not wear shorts or open toed shoes. Proper equipment operation and safety procedures must be followed as outlined in the instruction manual located in the work area.

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