

**REGULAR MEETING**

Tri-County Career Center

August 21, 2018

Tri-County Career Center’s Board of Education met in Regular Session on Tuesday, August 21, 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. John McGaughey, Mr. Bruce Nottke, Mr. Jim Palmer, Mr. Ed Penrod and Mrs. Kathy Krumlauf presiding. Also present were: Connie Altier, Interim Superintendent/Director, Laura Dukes, Treasurer; Kelly Leffler, Assistant Director/Maintenance Supervisor; Tom McGreevy, Assistant Director; Mindy Ingram, Administrative Assistant; and Kelly Smith, Project SEARCH Instructor.

Presentation: Connie Altier (Interim Superintendent/Director) introduced Kelly Smith, instructor for the new Project SEARCH Program housed at O’Bleness Hospital in Athens. This is Mrs. Smith’s fifth year teaching. The program is for students in grade level 23 who are 18 and have met all of their graduation requirements. Mrs. Smith stated that today was the first day of class, which included orientation and a tour of the hospital. The program curriculum includes students doing three internships within the rotation of the hospital.

**43-18** It was moved by Mr. Depoy and seconded by Mr. Nottke to approve the July 17, 2018 Regular Board Meeting Minutes as mailed.

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

NAYS: NONE.

MOTION CARRIED.

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

F. Decrease the following FY19 high school student fees due to decrease in cost of workbooks:

- Cosmetology 1 – Decrease \$14.40 from \$565.90 to \$551.50
- Medical Professions 1 – Decrease \$10.85 from \$161.90 to \$151.05
- Nursing Technology 1 – Decrease \$10.85 from \$172.50 to \$161.65

**44-18** Upon recommendation of Laura Dukes, it was moved by Mr. Penrod and seconded by Mr. Leach to approve the Revised Treasurer’s Agenda (A. – F.) as follows:

- A. Approve the Financial Report (July 2018)
- B. Permission to make the following permanent transfers to fund overhead expenses for the Adult Career Center:

<u>From</u>	<u>Amount</u>
012-9401 Welding	(\$1,296)
012-9402 Industrial Maintenance	(\$467)
012-9404 COST	(\$227)
012-9405 MAT	(\$1,678)
012-9406 Nurse Aide	(\$1,781)

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(Continued)

<u>From</u>	<u>Amount</u>
012-9408 Phlebotomy	(\$582)
012-9410 COSMO	(\$1,563)
012-9413 Pharm/Employability	(\$358)
 <u>To</u>	
012-9415 General Operations	\$7,952

- C. Approve renewal of membership in the Ohio Association of Career Technical Superintendents (OACTS), costs of \$3,000, and Ohio Technical Center (OTC), cost of \$1,000, for the 2018-2019 School Year
- D. Authorize a service agreement with the Athens-Meigs ESC to provide tutoring services to TCCC students (paid with SRSA grant monies)
- E. Amend the FY19 permanent appropriations as follows:

FUND NO.	FUND DESCRIPTION	PRIOR APPROP	INCR/ DECR	REVISED APPROP
001	General	8,150,000		8,150,000
003	Permanent Improvement	725,000		725,000
006	Food Service	243,456		243,456
007	Special Trust	32,776		32,776
009	Uniform School Supplies	48,693		48,693
011	Rotary-Special Services	63,258		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	40,000	85,000	125,000
524	Voc Ed Perkins	251,861		251,861
535	Pell	250,000		250,000
599	Misc Federal Grants	90,993		90,993
<b>TOTAL</b>		<b>10,572,230</b>	<b>85,000</b>	<b>10,657,230</b>

- F. Decrease the following FY19 high school student fees due to decrease in cost of workbooks:

Cosmetology 1 – Decrease \$14.40 from \$565.90 to \$551.50  
 Medical Professions 1 – Decrease \$10.85 from \$161.90 to \$151.05  
 Nursing Technology 1 – Decrease \$10.85 from \$172.50 to \$161.65

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

NAYS: NONE.

MOTION CARRIED.

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Discussion: Tom McGreevy (Assistant Director) discussed the option for parents/guardians to make on-line credit card payments to student lunch accounts. There is a one-time fee of \$150 to add this service to the Infinite Campus software for the school. The school attorney has reviewed and made changes to the contract.

- 45-18** Upon recommendation of Tom McGreevy, it was moved by Mr. Covert and seconded by Mr. Penrod to authorize the contract with Infinite Campus to enable parents/guardians to make on-line credit card payments to student lunch accounts.

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

NAYS: NONE.

MOTION CARRIED.

Discussion: Kelly Leffler (Assistant Director/Maintenance Supervisor) discussed the school's recent water line breaks and proposed updates to water lines.

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

### H. Employment

#### I. HIGH SCHOOL FY19:

- B. Ed Peterson, Volunteer Math Tutor, pending BCI/FBI check

#### II. SUBSTITUTES FY19:

- A. Substitute Teacher per Board approved Substitute Teacher rate:

3. ♦Christopher Cummings

- B. Substitute Maintenance/Custodian per Board approved rate:

1. George Anderson

- J. Accept the donation of a Health and Safety Kit from Elks Lodge, Nelsonville, OH

- 46-18** Upon recommendation of Connie Altier, it was moved by Mr. Penrod and seconded by Mr. Nottke to approve the Revised Superintendent's Agenda (A. – J.) as follows:

- A. Approve increase in substitute teacher rates: \$75.00 to \$85.00 for substitutes and \$85.00 to \$95.00 for retired teachers & rehired former Tri-County employees
- B. Approve stipend for Kelly Leffler and Tom McGreevy of \$250.00 per month beginning September 1 until new Administration changes are complete
- C. Approve changes to Career Center Aide Job Description (see pages 4123 - 4124)
- D. Approve changes to Shipping/Receiving/Inventory Control Clerk Job Description (see pages 4125 - 4127)
- E. Approve the agreement with Epluno (see page 4128)

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- F. Approve Kelly Leffler, Assistant Director as Title VI, Title IX and 504 Coordinator (replaces Connie Altier)
- G. Approve changes to 2018-2019 Student and Staff Handbook and Adult Catalog as presented (copies on file in the administrative offices)
- H. Employment and additions to employment (see page 4129)
- I. Approve removal of inventory (see page 4129)
- J. Accept the donation of a Health and Safety Kit from Elks Lodge, Nelsonville, OH

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

NAYS: NONE.

MOTION CARRIED.

Discussion: Connie Altier discussed the following:

- 1. Today was the first day of school for high school students. All went well.
- 2. Revised timeline for the welding project, submitted by Schorr Architects.
- 3. Reminded board members of the School Security and Safety Solutions Summit, hosted by OSBA, on Wednesday, September 12, 2018, at the Greater Columbus Convention Center in Columbus.

The following revisions were made to the Board's Agenda:

Move:

- Item B. Student Achievement Liaison Report to Item E.
- Item C. Legislative Liaison Report to Item F.

Add:

- B. Accept the resignation of Kathy Krumlauf (Board President) effective at the end of the August 21, 2018 meeting
- C. Accept nominations for Board Officers
- D. Establish a Superintendent Search Committee

**47-18** It was moved Mr. Depoy and seconded by Mr. Covert to approve the Board's Agenda Item A. as follows:

- A. Approve attendance at the OSBA Southeast Region Fall Conference on Thursday, September 27, 2018, at Tri-County Career Center by Mr. Brown, Mr. Covert, Mr. Depoy, Mr. Nottke and Mr. Penrod (Board Members) and pay training compensation & 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. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

Discussion: Laura Dukes requested Board Members confirm their intent to attend Capital Conference so that she can submit the registrations.

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**48-18** It was moved by Mr. Nottke and seconded by Mr. Depoy to approve, with regret, the Board's Agenda B. as follows:

B. Accept the resignation of Kathy Krumlauf (Board President/Board Member), effective at the end of the August 21, 2018 meeting

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

NAYS: Mr. Penrod.

MOTION CARRIED.

**49-18** The nomination of Mr. Nottke as President of the Board of Education was made by Mr. Depoy and seconded by Mr. Coey. There being no further nominations, it was moved by Mr. Penrod and seconded by Mr. Depoy to close the nominations.

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

NAYS: NONE.

MOTION CARRIED.

**50-18** VOTING YES ON ROLL CALL TO ELECT MR. NOTTKE AS PRESIDENT OF THE BOARD OF EDUCATION FOR THE REMAINDER OF 2018 WERE: Mr. Brown, Mr. Coey, Mr. Covert, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

NAYS: NONE.

MOTION CARRIED.

**51-18** The nomination of Mr. Covert as Vice-President of the Board of Education was made by Mr. Nottke and seconded by Mr. Coey. There being no further nominations, it was moved by Mr. Depoy and seconded by Mr. Leach to close the nominations.

VOTING YES ON ROLL CALL TO CLOSE THE NOMINATIONS WERE: Mr. Brown, Mr. Coey, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

ABSTAINED: Mr. Covert.

NAYS: NONE.

MOTION CARRIED.

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**52-18** VOTING YES ON ROLL CALL TO ELECT MR. COVERT VICE-PRESIDENT OF THE BOARD OF EDUCATION FOR THE REMAINDER OF 2018 WERE: Mr. Brown, Mr. Coey, Mr. Depoy, Mrs. Krumlauf, Mr. Leach, Mr. Leckrone, Mr. McGaughey, Mr. Nottke, Mr. Palmer and Mr. Penrod.

ABSTAINED: Mr. Covert.

NAYS: NONE.

MOTION CARRIED.

**53-18** It was moved by Mr. Nottke and seconded by Mr. Palmer to appoint Mr. Brown, Mr. Covert and Mr. Depoy to serve on the Superintendent Search Committee, with assistance from Laura Dukes (Board's Agenda Item D.)

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

ABSTAINED: Mr. Depoy.

NAYS: None.

MOTION CARRIED.

Mr. Leach (Student Achievement Liaison) and Connie Altier presented a slide show of students during the first day of classes. Tom McGreevy also presented a video he produced, with help from Connie Altier & Kelly Leffler, and shared with staff during their first day back to school.

Mr. Covert (Legislative Liaison) discussed the following:

The following bills were signed into law:

1. HB 87: Requires funds, which are returned to the state due to a community school enrollment audit, be credited back to the applicable school districts. There were also several amendments added to this bill, which include:
  - a. Changes the deadline for Five-Year Forecast from October 31 to November 30
  - b. Authorizes the superintendent or school board president to sign employment related documents affecting a treasurer, chief fiscal officer or their family
  - c. Permits the Board of Education to propose a substitute levy at an election in February, May or November in the year after a replaced emergency levy is imposed.
2. HB 318: Addresses the qualifications and duties of school resource officers. A \$2 million appropriation is included for training staff in PBIS. An additional \$12 million in competitive grants are earmarked for training school resources officers, school safety initiatives and increasing the awareness of staff about mental health issues affecting students.
3. SB 216: Public School Deregulation Act – Addresses a variety of issues including the Ohio Teacher Evaluation System to teacher licensure. Two important changes made to this bill before it left the House of Representative for concurrence in the Senate were:
  - a. Removed a provision that would require students participating in College Credit Plus courses to pay 50% of the costs of their college courses if their family income is more than twice the Federal Poverty Level
  - b. Removed a provision that would have excluded excused absences from the number of absences triggering a notice to parents/guardians

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4. HB 312: Addresses the use of credit cards and debit cards by political subdivisions. Establishes a prohibition on the use of debit cards except for the receipt of grant money. Each Board of Education must adopt a policy regarding the use of credit cards prior to opening an account or, for districts that already have an account, within three months of the bill's effective date. The policy must include the positions authorized to use the card, the permitted types of expenses, the credit card's maximum credit limits and the requirement of itemized receipts.

**54-18** There being no further business to come before the Board at this time, it was moved by Mr. Covert and seconded by Mr. Nottke to adjourn the August 21, 2018 Regular Board Meeting at 7:11 p.m.

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

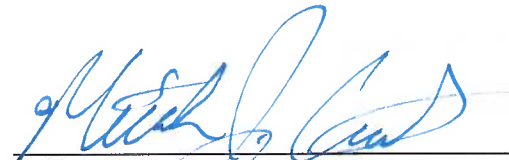
NAYS: NONE.

MOTION CARRIED.

ATTEST:



Laura C. Dukes, Treasurer



Kathy Krumlauf, Board President

  
Mich J. Covert Vice

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### Tri-County Career Center Position Description

**Job Title:** ~~Career Center Aide~~  
**Reports To:** Director/Superintendent  
**FLSA Status:** Non-Exempt  
**Approved Date:**

#### SUMMARY

Assist Tri-County staff members in the operation and care of the classroom/office.

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

- ~~• See attached duties for specific aide position~~
- Tutor students one-on-one
- Supervise students
- Assist teachers
- Communicate with parents when needed
- Work with various teachers to assist with student learning
- Communicate via email and phone with other teachers and administrators
- Help plan lesson when needed
- Drive van on trips
- Assist on field trips
- Monitor student's progress on the computer
- Check student's attendance and assignments
- Communicate with teachers, administrators, and parents concerning students
- Report progress on students via Infinite Campus as needed
- Attend meetings as needed
- Cover library as needed
- Assist attendance clerk
- Backup attendance clerk when needed
- File, copy, and answer the telephone
- Work with the public
- Keep information on students confidential
- Other duties as assigned

#### SUPERVISORY RESPONSIBILITIES

This position does not have direct supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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. **Hold a valid Ohio Substitute License.**





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**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). 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, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

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

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Aide certification if necessary. **Van certification preferred. Substitute license required.**

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

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

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

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### Tri-County Career Center Position Description

**Job Title:** Shipping/Receiving/Inventory Control Clerk  
**Reports To:** Treasurer  
**FLSA Status:** Non-Exempt  
**Approved Date:**

#### SUMMARY

Responsible for the operation and effectiveness of the Warehouse Department involving all shipments sent out and received. Responsible for warehouse inventory and inventory of all equipment when received from suppliers.

#### ACCOUNTABILITY

This position reports to and is evaluated by the Treasurer.

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

- Prepares all shipments for delivery
- Verifies all incoming shipments against the purchase order and the bill of lading or invoice
- Records condition of all shipments received and arranges for adjustments with shippers when items are lost or damaged
- Delivers or routes shipments or supplies to proper departments or warehouse daily
- Releases purchase orders for payment once shipment has been received and is complete
- Maintains inventory of all supplies
- Purchases supplies that are maintained in the warehouse for offices, shops, janitorial, etc.
- Maintains accurate inventory records, via the computer program, for all incoming equipment and supplies (i.e., incoming shipments, purchase orders, instructor and office supply accounts)
- Organizes, stores and distributes warehouse supplies
- Periodically counts items on hand and makes reports showing supply balances and costs
- Sets up and maintains running accounts for all employees using the computer accounting program
- Records and bills programs monthly for supplies, duplication copies, and postage and telephone
- Orders gasoline, pumps gasoline and bills for gasoline usage
- Serves on inventory and safety committees
- Disposes of items removed from inventory
- Provides Safety Data Sheets (SDS) to central office and retains a copy on file in warehouse for all new products received through the office
- Properly operates fork lift, as needed, to achieve aforementioned duties
- Trains others in the proper use of fork lift
- Van driver, as needed



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- Utilizes computer skills to input and retrieve appropriate data
- Assists Treasurer with records retention and disposal
- Completes special projects under the direction of the Treasurer
- Other assigned tasks as given by the Treasurer
- 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**

There are no supervisory responsibilities in this position.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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) with training or experience in accounting, inventory control procedures, typing, computer skills and business math.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

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

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Van Driver Certification **preferred**.

### **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 occasionally required to stand; walk; sit; use hand to finger, handle, or feel; reach with hand and arm; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must lift up to 65 pounds and move up to 100 pounds using hand trucks or other aids. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.



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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions. 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**

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### WearNow™ Agreement

Agreement – This agreement dated August 1<sup>st</sup>, 2018 is made between epluno (“epluno”) with the address of 4501 Lyons Road, Miamisburg OH 45342, and Tri County Career Center, 15676 State Route 691, Nelsonville OH (“Customer”) for the implementation of all apparel requirements, as outlined below.

#### epluno:

- epluno will create, maintain and operate a web shop for Customer’s uniform and apparel requirements which fall into the WearNow™ program. epluno will handle all payment support, customer service and product delivery.
- epluno will supply Customer up to \$200 in retail samples of any WearNow™ apparel item being purchased, for sizing and quality-assurance purposes and all products are subject to the 100 percent satisfaction guarantee. Customer is welcome to purchase additional sample items as needed.
- epluno will ship all items, pre-packaged with the students/parent’s name on the package, for free during ordering periods.
- **At No Charge:** The average cost to epluno to provide this custom program is roughly \$5,000 to \$10,000 depending on the level of customization required for the website, samples, customer service and support, returns, overage ordering, and project management. However, epluno will waive all fees upon mutual signature of this agreement.

#### Customer:

- **Shop periods:** epluno agrees to run two ordering periods with free shipping per calendar year for Customer, and Customer agrees to make reasonable and regular efforts to promote the web shops to its school, community and supporters.
- **Approved Vendor:** Customer agrees to work with epluno for the term of this agreement for school uniform and apparel requirements which fall into the WearNow™ program. Customer agrees to inform its community that school uniform and apparel items can be purchased through the epluno online shop.
- **Marketing to Community:** From time to time, Customer agrees to allow epluno to market to End Customers.
- **Sizing:** Customer will make reasonable efforts to have all parents review the samples prior to placing orders. Additionally, epluno will create custom sizing charts per item, and place in each shop.

#### Shipping and Returns:

- **Shipping location and costs:** During ordering periods for all WearNow™ products, epluno will ship all orders directly to the student/parent, individually wrapped, free of charge. Outside of the ordering periods, all WearNow™ items will be available to purchase year-round individually. Additional shipping charges will apply per order.
- **Turnaround time:** For all non-logo WearNow™ apparel items, orders will normally be shipped within three to five business days of the order being placed. For all logo WearNow™ apparel items, orders will normally be manufactured and shipped within five to eight business days of the order being placed.
- **Returns:** epluno agrees to replace all WearNow™ apparel items free of charge, up to 30 days after purchase. epluno reserves the right to periodically review all orders to ensure customers are not taking advantage of the return policy. If this happens, epluno will contact the school and review the details and/or deny the returns.

#### Term and Termination:

- Once signed, this contract will remain in effect for two years. Either party may break the agreement with a 90-day written cancellation notice.

\_\_\_\_\_  
Paul Scapatici  
President  
epluno

\_\_\_\_\_  
Connie Altier  
Superintendent  
Tri County Career Center

epluno™

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**EMPLOYMENT RECOMMENDATIONS**

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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. Levi Smith, as Field Trip Bus Driver/Custodian, 1 year contract, Step 1 of Classified Salary Scale, 192 days, benefits per negotiated agreement
- B. Ed Peterson, Volunteer Math Tutor, pending BCI/FBI check

II. SUBSTITUTES FY19:

- A. Substitute Teacher per Board approved Substitute Teacher rate:
  - 1. Diana June Safranek
  - 2. ♦Alex Amery
  - 3. ♦Christopher Cummings
- B. Substitute Maintenance/Custodian per Board approved rate:
  - 1. George Anderson

III. ADULT EDUCATION FY19:

- A. ♦Samantha Taylor, as needed, paid by time sheet, \$20.00 per hour
- B. ♦Janice Bailey-Magill, as needed, paid by time sheet, \$20.00 per hour

♦Pending Certification

Board Approval for Removal of Inventory: August 21, 2018

Tag #	Serial Number	Item Description	What to do with it
		Torso Model	Dispose
002187		Metal Cart	Dispose
00703		Black Cart	Dispose
010544		HP Officejet Pro X476dn	Dispose/Broken
10278		HP ProBook 4530 Laptop	Dispose/Broken