

REGULAR MEETING

Tri-County Career Center

November 20, 2018

Tri-County Career Center’s Policy Committee met on Tuesday, November 20, 2018 at 5:30 p.m. in Room 108 with the following Board Members in attendance: Mr. Covert, Mr. Depoy and Mr. Palmer. Also in attendance were: Connie Altier, Superintendent; Laura Dukes, Treasurer; and Tom McGreevy, Principal.

The committee reviewed proposed additions and changes to Board policies.

Tri-County Career Center’s Board of Education met in Regular Session on Tuesday, November 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. Mark Barrell, Mr. Roger Brown, Mr. Kevin Coey, Mr. Micah Covert, Mr. John Depoy, Mr. John McGaughey Mr. Jim Palmer and Mr. Bruce Nottke presiding. Mr. Corby Leach entered the meeting during the Special Presentation. Members absent for roll call were: Mr. Jim Leckrone and Mr. Ed Penrod. Also present were: Connie Altier, Superintendent/Director, Laura Dukes, Treasurer; Kelly Leffler, Assistant Director/Maintenance Supervisor; Tom McGreevy, Principal; Mindy Ingram, Administrative Assistant; TCCC students Wesley Cline & Thomas West (Diesel Ag) & Madison Booth (Cosmetology); Amanda Wiseman, Kevin Wiseman and Becky Steenrod.

Special Presentation: Tom McGreevy introduced Wesley Cline, Thomas West and Madison Booth (members of the school’s FFA Club), who spoke on their recent trip to the National FFA Convention in Indiana.

69-18 It was moved by Mr. Depoy and seconded by Mr. Covert to approve the October 23, 2018 Special Board Meeting Minutes as mailed.

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

ABSTAINED: Mr. Barrell, Mr. Leach and Mr. McGaughey.

NAYS: NONE.

MOTION CARRIED.

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

70-18 Upon recommendation of Laura Dukes, it was moved by Mr. Depoy and seconded by Mr. Leach to approve the Treasurer’s Agenda (A. – E.) as follows:

- A. Approve the Financial Report (October 2018)
- B. Approve e-Tech Ohio K-12 Network state grant in the amount of \$1,800
- C. Establish a Fashion Marketing change bag in the amount of \$30
- D. Approve the FY19 Prom student activity budget as follows:

Student Activity Program		Beginning Balance	Estimated Revenue	Estimated Expend.	Estimated Ending Bal
200-9846	Jr/Sr Prom	3,077	2,500	5,000	577

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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	97,194	5,000	102,194
451	Data Communication	0	1,800	1,800
499	Misc State Grants	125,000		125,000
524	Voc Ed Perkins	251,861		251,861
535	Pell	250,000		250,000
599	Misc Federal Grants	138,010		138,010
TOTAL		10,801,441	6,800	10,808,241

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

NAYS: NONE.

MOTION CARRIED.

Discussion: Kelly Leffler (Assistant Director/Maintenance Supervisor) gave an update on Welding Lab Expansion Project. Work on the footers is scheduled to start December 3.

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

<u>File</u>	<u>Name</u>
EBBA	First Aid
EBC	Emergency Management and Safety Plans
EFF	Food Sale Standards
EFG	Student Wellness Program
GA	Personnel Policies Goals
GBI	Staff Gifts and Solicitations
GBIA (Also IG DFA)	Online Fundraising Campaigns/Crowdfunding
GCB-2	Professional Staff Contracts and Compensation Plans (Administrators)
GCD	Professional Staff Hiring
GCJ-R	Professional Staff Time Schedules (Flexible Time)
IGD	Co-Curricular and Extra Curricular Activities
IGDF	Student Fundraising Activities
IG DFA (Also GBIA)	Online Fundraising Campaigns/Crowdfunding
JECBB	Inter District Open Enrollment (Joint Vocational Schools)
JED	Student Absences and Excuses

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<u>File</u>	<u>Name</u>
JFC	Student Conduct (Zero Tolerance)
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ	Weapons in the Schools
JGDA	Emergency Removal of Student
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)
KH	Public Gifts to the District
KI	Public Solicitations in the Schools

71-18 Upon recommendation of Tom McGreevy (Principal), it was moved by Mr. Palmer and seconded by Mr. Depoy to approve the following additions/changes to Board Policy:

<u>File</u>	<u>Name</u>
EBBA	First Aid
EBC	Emergency Management and Safety Plans
EFF	Food Sale Standards
EFG	Student Wellness Program
GA	Personnel Policies Goals
GBI	Staff Gifts and Solicitations
GBIA (Also IG DFA)	Online Fundraising Campaigns/Crowdfunding
GCB-2	Professional Staff Contracts and Compensation Plans (Administrators)
GCD	Professional Staff Hiring
GCJ-R	Professional Staff Time Schedules (Flexible Time)
IGD	Co-Curricular and Extra Curricular Activities
IGDF	Student Fundraising Activities
IG DFA (Also GBIA)	Online Fundraising Campaigns/Crowdfunding
JECBB	Inter District Open Enrollment (Joint Vocational Schools)
JED	Student Absences and Excuses
JFC	Student Conduct (Zero Tolerance)
JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
JFCJ	Weapons in the Schools
JGDA	Emergency Removal of Student
JP	Positive Behavioral Interventions and Supports (Restraint and Seclusion)
KH	Public Gifts to the District
KI	Public Solicitations in the Schools

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

NAYS: NONE.

MOTION CARRIED.

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

<u>File</u>	<u>Name</u>
CBA	Qualifications and Duties of the Superintendent
DGA	Authorized Signatures
GBH (Also JM)	Staff-Student Relations
JHH	Notification About Sex Offenders
JM (Also GBH)	Staff-Student Relations

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Discussion: Tom McGreevy and Connie Altier discussed the following:

1. Invited Board Members to Community Night on Thursday, December 6, 2018 from 5:30 – 7:30 pm.
2. Sophomore visitation will be held on Tuesday, December 4 and Wednesday, December 5. Sophomores from seven home schools will be visiting their top three program choices. Due to a scheduling conflict, Federal Hocking sophomores will visit at a later date.

Discussion: Connie Altier (Superintendent) reviewed the Superintendent’s Agenda (A. – D.).

72-18 Upon recommendation of Connie Altier, it was moved by Mr. Coey and seconded by Mr. Covert to approve the Superintendent’s Agenda (A. – D.) as follows:

A. Employment:

1. Amanda Wiseman (Assistant Principal) - Annual salary of \$70,000 based on 241 days at 7.5 hours per day, 2 week’s vacation (prorated for FY19 School Year – employment contract for 2 years, 8 months)
2. Supplemental (payable last pay in June 2019, amount per negotiated agreement):

Ann Hinkle	Resident Educator Mentor	\$600
Brenda Robinson	Resident Educator Mentor	\$1,200

3. Permission to hire After School Instructors (temporary – part-time) at \$30.00 per hour (paid by time sheet) 2:45 p.m. – 4:45 p.m., Monday through Thursday, 30 hours max., regular and/or intervention instructors for the following:
 - Math (2 potential)
 - English (2 potential)
 - Social Studies (2 potential)
 - Science (2 potential)
4. Trace Huddy – Substitute for Secondary and Adult Instructors, salary per Board approved substitute rate

- B. Accept the resignation of Tiffany Alvis (MAT Adult Instructor), effective 12/7/18
- C. Approve the title change from Director to Director/Principal and changes to the job description (see pages 4149 - 4151)
- D. Approve the title change from Assistant Director/Maintenance Supervisor to Director/ Adult Education/Maintenance Supervisor and changes to the job description (see pages 4152 - 4154)

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

NAYS: NONE.

MOTION CARRIED.

Discussion: Connie Altier reminded Board Members to turn their reservations in as soon as possible for the Board’s Annual Christmas Dinner.

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73-18 It was moved by Mr. Brown and seconded by Mr. Barrell to approve the Board's Agenda (A.) as follows:

- A. Authorize attendance at the annual ACTE Legislative Seminar, January 23 – 24, 2019, at the Sheraton Capital Square in Columbus, OH by Mr. Covert, Mr. Leach, Mr. Nottke, Mr. Palmer and Mr. Penrod (Board Members) and pay training compensation and expenses per Board Policy.

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

NAYS: NONE.

MOTION CARRIED.

Mr. Covert (Legislative Liaison) discussed the following:

1. The General Assembly is in Lame Duck Session.
2. The republicans maintained control of legislature and all state-wide offices in Ohio.
3. John Husted (current Secretary of State and Lieutenant Governor-elect) spoke during the OSBA Capital Conference earlier this month.
4. Mr. John Hagan was elected to represent this area (District 8) on the Ohio State Board of Education.
5. Two new graduation requirement options will be added for this year's graduates. More will be added next year.

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

1. Expressed appreciation for the three FFA club members were here tonight.
2. Reminded everyone to check out the school's Facebook page.
3. The Cosmetology, Culinary Arts and Nursing Tech students and instructors participated in the Student Achievement Fair at Capital Conference.
5. Shelby Vassar (Nursing Tech 2 student) was elected to a SkillsUSA SE Region officer position.

Mr. Coey stated that he will not be returning as a Board Member after his term expires in December. He has enjoyed being a part of the Board of Education. He and his wife will continue to sponsor the pizza party for students who make the honor roll.

There being no further business to come before the Board at this time, Mr. Nottke declared the November 20, 2018 Regular Board Meeting adjourned at 6:35 p.m.

ATTEST:



Laura C. Dukes, Treasurer



Bruce Nottke, Board President

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Tri-County Career Center Administrative - Job Description

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

SUMMARY

This position is one of several Director/**Principal** Positions. The list of "Essential Duties and Responsibilities" below is a compilation of most of the key areas covered by all Director/**Principal** 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
- Responsible for staff development
- ~~Responsible for COE accreditation.~~
- Maintain relationships with **local** agencies
- Participate in membership in State and Local committees
- Coordinate Curriculum/Course of Study/Textbook Purchases
- Maintain budgets **and** student fees, ~~and Perkins.~~
- ~~Prepare annual CCIP Plan.~~
- Review and maintain grants
- ~~Supervise technology.~~
- ~~Oversite 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/**attendance**
- Marketing oversight
- Safety committee **member**
- 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 **Secondary Principal Certificate, preferably a Director or Superintendent Certificate/License or ability to obtain.** ~~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

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Tri-County Career Center Administrative - Job Description

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

The position of ~~Assistant~~ Director/Adult Education/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~~ Director/Adult Education/Maintenance Supervisor acts as an Administrative Leader within the Career Center overseeing: 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:
 - LPDC
 - Professional Development as needed
 - Organize and assist with student events (fundraisers, competitions, etc.), as needed
- Communicate with agencies and businesses
- Network and cooperate with stakeholders as needed
- ~~Assist the Director to ensure smooth day-to-day operation~~ **Operational oversight** of the Adult Division
- **Responsible for COE Accreditation**
- **Oversite of Integrated Postsecondary Education Data System (IPEDS) submission**
- 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

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- Maintenance of all buildings within the district: electrical, painting, and carpentry
- 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.

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Date