

**RECORD OF PROCEEDINGS**  
**Minutes of Tolles Career & Technical Center Meeting**  
**April 20, 2017**

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**REGULAR MEETING**

The Board of Education of the Tolles Career & Technical Center met in regular session in the Board Offices on Thursday, April 20, 2017 at 7:00 p.m. with President Curtis Brooks presiding. Roll call: Mr. Bichsel, present; Mr. Brooks, present; Mr. Mason, present; Mrs. Lambert, present; Mr. Maggied, present; Mr. Harper, present; Mr. Vornbrock, present.

**B – Recognition/Program**

The President welcomed visitors to the meeting and led the Pledge of Allegiance.

**C1 – Additions or Deletions to Agenda**

Delete Item C4 – Approval of Treasurer’s Report; Amend Item G15 – from “Consultant” to “Special Assistant”; Amend Item G10 – add “including Dean of Students”

**C2 – Adoption of Agenda**

Mr. Maggied moved, Mr. Vornbrock seconded that the board adopt the agenda as amended.

Roll call: Ayes: Mr. Bichsel, Mr. Brooks, Mr. Harper, Mrs. Lambert, Mr. Maggied, Mr. Mason, Mr. Vornbrock. Motion carried.

**C3 – Approval of Minutes**

Mrs. Lambert moved, Mr. Bichsel seconded that the minutes of the Regular Meeting held March 16, 2017 be approved as presented.

Roll call: Ayes: Mr. Bichsel, Mr. Brooks, Mr. Harper, Mrs. Lambert, Mr. Maggied, Mr. Mason, Mr. Vornbrock. Motion carried.

**D – Treasurer’s Report**

Treasurer Woods gave a report of historical expenditures data and fiscal year 2017 expenditures.

**RECORD OF PROCEEDINGS**  
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**April 20, 2017**

---

**E – Superintendent’s Report**

Mrs. Kuffel, Mrs. Strebe, Mr. Poroda, Mrs. Blachly, and Mr. Haggerty updated the Board on their areas of responsibility.

Superintendent Wilson updated the Board on activities throughout the district.

**F – Public Participation**

None.

**G – Consent Agenda**

Upon recommendation by the Superintendent, Mr. Maggied moved, Mr. Bichsel seconded that items G1 through G15 be approved as amended.

Employments, where applicable, are contingent upon 1) Verification of education and experience, 2) Proof of proper certification, and 3) Positive results from a criminal records check.

**G1 - Resignation**

That the following resignations be accepted for the date and purpose listed.

| <b>Name</b>                    | <b>Position</b>                        | <b>Effective Date</b>      | <b>For Purpose of</b>   |
|--------------------------------|--|----------------------------|-------------------------|
| Maria Cash-Perkins,<br>London  | Instructional Aide                     | May 30, 2017               | Relocation out of state |
| Amy Henry,<br>South Charleston | Satellite<br>Business Instructor       | August 13, 2017            | Other<br>Employment     |
| Roger Parker,<br>South Solon   | Maintenance                            | May 31, 2017               | Retirement              |
| Hope Sayre, London             | Secretary                              | July 31, 2017              | Retirement              |
| Linda Whitman, Hilliard        | Satellite<br>Programming<br>Instructor | End of day<br>May 26, 2017 | Retirement              |
| Kim Wilson, Marysville         | Superintendent                         | July 31, 2017              | Retirement              |

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**Minutes of Tolles Career & Technical Center Meeting**  
**April 20, 2017**

---

**G2 - Certified Contracts: Continuing**

That the certified continuing contracts be awarded, as shown below, effective with the 2017-2018 school year, and that personnel involved be placed on the next step on the appropriate column.

| <b>Name, Home</b>           | <b>Position</b>                             |
|-----------------------------|---|
| Amy Henry, South Charleston | Instructor, Satellite Academy INC           |
| John Riley, Hilliard        | Instructor, Hilliard Teaching Professionals |
| Julie Steiner, London       | Intervention Specialist                     |
| Lorie Haskell, Marysville   | Instructor, Pharmacy Tech                   |

**G3 - Termination of Personal Purchased Service Contract**

That the Board approve the termination of the Personal Purchased Service Contract with Andrew Landers for computer technician services from August 1, 2016 through July 31, 2017, effective end of business day June 30, 2017.

**G4 - Classified Contracts**

That the Board approve the listed Classified Contracts as indicated, effective July 1, 2017, and that personnel involved be placed on the indicated column and step.

| <b>Name, Home</b>          | <b>Position</b>     | <b>Contract</b> | <b>Column</b> | <b>Step</b> |
|----------------------------|---------------------|-----------------|---------------|-------------|
| Jonna Cowgill, Springfield | Secretary           | Continuing      | 6, Secretary  | 4           |
| Andrew Landers, Hilliard   | Computer Technician | One Year        | 8, IT         | 2           |

**G5 - Adult Education, Non-Teaching Contract**

That the Board approve the listed adult education, non-teaching contract as indicated, effective July 1, 2017, and that the personnel involved be placed on the indicated column and step.

| <b>Name, Home</b>     | <b>Position</b>           | <b>Contract</b> | <b>Column</b>              | <b>Step</b> |
|-----------------------|---------------------------|-----------------|----------------------------|-------------|
| Tim Stainer, Hilliard | Public Safety Coordinator | Two Year        | 9, Firefighter Coordinator | 18          |

**RECORD OF PROCEEDINGS**  
**Minutes of Tolles Career & Technical Center Meeting**  
**April 20, 2017**

---

**G6 - Revision of Job Description, 510 Technology Supervisor**

That the Board approve the revised job description 510 Technology Supervisor effective July 1, 2017.

**G7 - Administrative Contract**

That the Board approve the listed administrative contract as indicated, effective July 1, 2017, and that the personnel involved be placed on the indicated column and step on the Administrative Salary Schedule.

| <b>Name, Home</b>      | <b>Position</b>       | <b>Contract</b> | <b>Column</b>   | <b>Step</b> |
|------------------------|-----------------------|-----------------|-----------------|-------------|
| Lee Wirick, Marysville | Technology Supervisor | Two Year        | Tech Supervisor | 2           |

**G8 - Instructional Aide**

That the Board approve a temporary instructional aide contract for Nicholas Shuler, to work under the direction of the Culinary Arts Instructor, for the remainder of the 2016-2017 school year (April 13 - May 31) at the rate of \$14.20 per hour.

**G9 - Additional Professional Development Days for 2017-2018**

That the Board approve two additional professional development days for the 2017-2018 school year, in addition to the two days permitted by statute, for a total of four professional development days. The focus of professional development for the 2017-2018 school year will include teacher performance, student achievement, and technology integration.

**G10 - Administration and Supervisor Compensation**

That the Board approve administrative and supervisor compensation for 2017-2018 and 2018-2019 as follows:

- 1% annual increase to base salary on salary schedule
- That effective July 1, 2017, the Board agrees to pick up and pay the entire portion of Director-Level Administrators salary required to be paid to the State Teachers Retirement System of Ohio (STRS) or School Employees Retirement System of Ohio (SERS); along with additional employee and employer contributions required by such

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**April 20, 2017**

---

pick-up, provided that the Administrator is not permitted from and after the date of the pick-up to have any cash or deferred election right with respect to such designated employee contributions and that such Administrator is not permitted to opt out of pick-up or to receive the contributed amounts directly instead of having them paid by the Board to STRS or SERS. It is the intention of the parties that this picked-up amount be included in the Administrator's compensation for the purpose of calculating retirement benefits.

- Further, effective July 1, 2017, the Board agrees to pick up the total amount of employee contributions required to be contributed by Supervisor-Level Administrators, including Dean of Students, to the appropriate retirement system (STRS or SERS). These picked-up contributions shall be paid by the Board as a fringe benefit and shall not be treated as additional salary for retirement purposes. Administrators and Supervisors may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Board and paid to STRS and SERS.

**G11 - Classified Compensation**

That the Board approve classified compensation for 2017-2018 and 2018-2019 as follows:

- 1% annual increase to base salary on salary schedule

**G12 - Memorandums of Understanding, Satellite Programs**

That the Board of Education approve the attached MOU's as specified.

| <b>Associate School</b>    | <b>Program / Grade Levels</b> | <b>Effective Date</b> |
|----------------------------|-------------------------------|-----------------------|
| Dublin Scioto High School  | Information Technology, 9-12  | July 1, 2015          |
| Dublin Jerome High School  | Entrepreneurial Academy, 9-12 | July 1, 2017          |
| Hilliard McVey ILC         | Teaching Professions, 7-8     | July 1, 2015          |
| Hilliard McVey ILC         | Entrepreneurship, 7-8         | July 1, 2015          |
| Hilliard McVey ILC         | Health Technologies, 7-8      | July 1, 2016          |
| West Jefferson High School | Logistics, 9-10               | July 1, 2017          |

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**Minutes of Tolles Career & Technical Center Meeting**  
**April 20, 2017**

---

**G13 - Donation of iPads to Hilliard City Schools**

That the Board approve the donation of 50 iPads to Hilliard City Schools. These iPads are older, first generation models and are being taken out of service.

**G14 - Superintendent Search**

That the Board approve the Superintendent Search Services Agreement with OSBA, as presented, at a cost of \$7,500 plus \$1,800 estimated expenses.

**G15 - Board Special Assistant**

That the Board approve the employment of James R. Craycraft, Marion, as a Board Special Assistant to assist with the Superintendent search as needed, at a rate of \$44.29 per hour, for the period of April 20 through June 30, 2017.

Roll call: Ayes: Mr. Bichsel, Mr. Brooks, Mr. Harper, Mrs. Lambert, Mr. Maggied, Mr. Mason, Mr. Vornbrock. Motion carried.

**H - Other Topics for Discussion**

**H1** - National Technical Honor Society Induction: April 21 at 1:30 p.m.

**H2** - Early Childhood Education Preschool (4 year olds) Graduation: April 25 at 1 p.m.

**H3** - Lift Awards: May 1 at 7 p.m.

**H4** - Early Childhood Education Preschool (3 year olds) Graduation: May 18 at 9 a.m.

**H5** - Certification Ceremony: May 23 at 7 p.m.

**H6** - Project Search Graduation May 16

**H7** - Friends of Tolles Scholarship Selection May 17

**H8** - Madison Co Workforce Development Impact Session April 27, at 8 a.m.

**I - Adjournment**

Mr. Harper moved, Mr. Bichsel seconded that the meeting be adjourned.

**RECORD OF PROCEEDINGS**  
**Minutes of Tolles Career & Technical Center Meeting**  
**April 20, 2017**

---

Roll call: Mr. Bichsel, Mr. Brooks, Mr. Harper, Mrs. Lambert, Mr. Maggied, Mr. Mason, Mr. Vornbrock. Motion carried.

The meeting was adjourned at 8:28 p.m.

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer