

**RECORD OF PROCEEDINGS**  
**Minutes of Tolles Career & Technical Center Meeting**  
**June 29, 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, June 29, 2017 at 7:00 p.m. with Vice President Tom Bichsel 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**

None

**C1 – Additions or Deletions to Agenda**

None

**C2 – Adoption of Agenda**

Mr. Harper moved, Mr. Vornbrock seconded that the board adopt the agenda as presented.

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

**C3 – Approval of Minutes**

Mr. Maggied moved, Mr. Bichsel seconded that the minutes of the May 18, 2017 Regular Board Meeting, be approved as amended.

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

**C4 – Approval of Treasurer’s Report**

Mr. Maggied moves and Mrs. Lambert seconds that the Board of Education approves the Treasurer’s report and approve new fund as presented. New account 019-9018 NEA Student Achievement Grant

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

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**D – Treasurer’s Report**

Treasurer Woods reported on the status of the new biennial budget and on the Property, Liability, & Fleet insurance renewal.

**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**

Morgan Neil, Joshua Doherty, Lorna Simpson, Leanne Sunderman, Joe Cahill, Mike Liston, Holden Combs, and Bernard Duhkatski II addressed the board regarding the proposed RIFs.

**G – Consent Agenda**

Upon recommendation by the Superintendent, Mr. Maggied moved, Mrs. Lambert seconded that items G1 through G29 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 FY 2017 and FY2018 Transfers, New Accounts, Estimated Revenue, Appropriation Adjustments, and Temporary Appropriations**

**FY2017 TRANSFERS**

<u>Amount</u>	<u>From</u>	<u>To</u>
\$150,000	General Fund	Special Building Fund
\$ 84,550	General Fund	Adult Education Fund

**FY2018 TRANSFERS**

<u>Amount</u>	<u>From</u>	<u>To</u>
\$724,000.00	General Fund	Bond Retirement Fund

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\$237,581.16	General Fund	Energy Conservation Loan Fund
\$150,000	General Fund	Special Building Fund

**NEW ACCOUNTS**

501-9802	ASPIRE Grant FY18
501-9818	EL/CIVICS Grant FY18
524-9018	Carl D Perkins Grant FY18
590-9018	Title II-A Grant
599-9018	R.E.A.P. Grant

**FY17 ESTIMATED REVENUE ADJUSTMENTS**

<u>Amount</u>	<u>Fund</u>
001-0000 General Fund	\$11,200.00
018-900F College Fair	5.00
019-9001 NEA Grant	4,500.00
501-9702 ABLE Grant	(32,304.41)
501-9717 EL/CIVICS	(2,815.99)
524-9017 C D PERKINS	(7,787.84)
599-9017 R.E.A.P.	25.84
004-0000 Special Building Fund	150,000.00
006-0000 Food Service	(21,025.00)
009-0000 Uniform School Supplies	(8,934.00)
011-0000 Customer Service	(3,975.00)
012-0000 Adult Ed	(40,745.00)
022-0000 Medical Insurance Fund	14,100.00
200-900 Student Activity Funds	<u>1,775.00</u>
	67,933.60

**FY17 APPROPRIATION ADJUSTMENTS**

<u>Amount</u>	<u>Fund</u>
001-0000 General Fund	\$(957,720.49)
006-0000 Food Service	(37,920.00)
009-0000 Uniform School Supplies	(7,023.50)
011-900A Customer Service	(229,495.00)
012-0000 Adult Ed	(32,210.00)
018-0000 High School Support	(3,650.00)
018-900F College Fair	(2,675.00)
019-9018 NEA Grant	4,315.33
022-0000 Medical Insurance Fund	(2,750.00)
029-9001 Scholarship	(752.35)
200-000 Student Activity Funds	6,743.80

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461-9017 HSTW	(1,955.61)
499-9914 Seniors To Sophomores	2.26
501-9017 ABLE	(35,120.40)
524-9017 CDPerkins	(155.58)
599-9017 R.E.A.P.	<u>25.84</u>
	(\$1,300,340.70)

**FY18 TEMPORARY APPROPRIATIONS**

001 General Fund		15,265,606.00
002 Bond Retirement Fund	724,200.00	
002 Energy Conservation Loan Fund	237,581.16	
006 Lunchroom Fund	265,000.00	
009 Uniform Supplies Fund	62,500.00	
011 Rotary Funds		135,000.00
012 Adult Education Fund	260,000.00	
018 High School Support	12,500.00	
019 NEA Grant	684.67	
022 Medical Insurance Benefits Fund	100,000.00	
029 Education Foundation Fund	752.35	
029 Friends of Tolles Scholarship	1,500.00	
200 Student Activity Funds	95,000.00	
451 Ohio K-12 Network Subsidy	1,800.00	
461 High Schools That Work Grant – FY17	1,955.61	
461 High Schools That Work Grant – FY16	4,000.00	
501-9702 ABLE Fund – FY17	66,508.56	
501-9802 ABLE Fund – FY18	301,144.93	
501-9717 EL/Civics Fund – FY17	7,808.27	
501-9818 EL/Civics Fund – FY18	31,341.53	
524-9017 CDP Fund – FY17	41,626.71	
524-9018 CDP Fund – FY18	405,514.22	
590-9018 Title II-A - FY18	2,204.45	
599-9017 REAP Fund – FY17	15,808.66	
599-9018 REAP Fund – FY18	<u>58,530.00</u>	
	18,098,567.12	

**G2 Certified, Limited Contract**

That the Board approve the following certified, limited contracts, for the 2017-2018 school year, and that personnel be placed on the indicated column and step.

<b>Name, Home</b>	<b>Position</b>	<b>Column, Step</b>
Justin Riley, Dublin	Code U Instructor @	Master's, Step 4

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	Hilliard Bradley	
Janice Bailey, Plain City	Secretary	Secretary, Step 10
Shea Havens-White, Bloomingburg	Admissions Coordinator	Master's, Step 8

**G3 Horizontal Movement on Certified Salary Schedule**

That the Board, per the Negotiated Agreement, approve the requested horizontal movement on the Certified Salary Schedule. This movement will be effective with the 2017-2018 school year and reflected on the first pay in September 2017.

<b>Name, Home</b>	<b>Position</b>	<b>From / To</b>
Justin Creps, Lewis Center	Satellite Instructor	Master's to Master's Degree + 30 hours

**G4 Extended Service Contract – Certified**

That the Board approve the extended service contracts listed below for the 2016-2017 school year.

<b>Name</b>	<b>Purpose for Extended Service</b>	<b># of hours/days</b>
Mary Crain, Intervention Specialist/ VOSE	IEP meeting/staffing	Up to 1 day
Beth Fogelsong, Instructor	Curriculum preparation for change in assignment	Up to 3 days
Christina Funderburgh, Instructor	Personal Finance curriculum planning	Up to 1 day
Shea Havens-White, Admissions	Recruitment/admissions work	Up to 8 days
Steve Neumann, Instructor	IEP meeting/staffing	Up to 1 day
Scott Hockenbery, Instructor	Testing and maintenance of equipment	Up to 2 days
Rick Doerr, Instructor	Pupil Activity Permit Training	1 day
Kim Pugh, Instructor	Pupil Activity Permit Training	1 day
Glenna Texler, Instructor	Pupil Activity Permit Training	1 day
Karen Rossetter, Instructor	Pupil Activity Permit Training	1 day
Mike Liston, Instructor	Pupil Activity Permit Training	1 day
Gregg Hansel, Instructor	Pupil Activity Permit Training	1 day
Linda Shuler, Instructor	Pupil Activity Permit Training	1 day
Kelly Marquis, Instructor	Pupil Activity Permit Training	1 day
Deborah Smith, Instructor	Pupil Activity Permit Training	1 day

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**G5 Extended Service Contract – Classified**

That the Board approve the extended service contracts listed below for the 2016-2017 school year.

<b>Name</b>	<b>Purpose for Extended Service</b>	<b># of hours/ days</b>
Nicholas Shuler, Instructional Aide	Summer camp preparation, pupil permit training and working summer camp	24 hours

**G6 Rescind Extended Service Contract – Certified**

That the Board rescind the previously approved certified extended service contracts for Gregg Needles for the purpose of Summer Camp, and Leanne Sunderman for LPDC Committee.

**G7 LPDC Supplemental Contracts**

That the Board approve supplemental contracts for teachers to serve as LPDC Members for the 2017-2018 school year, in accordance with the Negotiated Agreement.

Deborah Smith Steve Neumann	LPDC Committee
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**G8 CTSO Advisor Supplemental Contracts**

That the Board approve supplemental contracts for teachers to serve as CTSO advisors for the 2017-2018 school year, in accordance with the Negotiated Agreement. (\*Indicates shared contract amount.)

<b>Name</b>	<b>Student Organization</b>
Rick Doerr, CNST Instructor	BPA Main Campus
Amanda Blackburn, Coffman BVP Instructor	BPA Satellite
Kelly Marquis, ECE Instructor	FCCLA
Mike Liston, Outdoor Careers Instructor Linda Shuler, AMS Instructor	FFA *
Steve Cawley, ML Instructor	Global Scholars
Glenna Texler, PN Instructor Pam Snider, PVT Instructor Lorie Haskell, PHR Instructor	HOSA *
John Riley, Academy EDU at the ILC	Educators Rising

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Ryan Petitti, ENG Instructor	SkillsUSA Lead Advisor
Gregg Hansel, PSAS Instructor	SkillsUSA Transportation
Ryan Petitti, ENG Instructor	SkillsUSA Manufacturing
Scott Hockenbery, FF/EMS Instructor	SkillsUSA Service
Steve Neumann, DMP Instructor	SkillsUSA Design
Carissa Jeffery, Intervention Specialist/VOSE	Student Council
Jamie Ginsberg, Intervention Specialist/VOSE	National Technical Honor Society

**G9 Adult Education Part Time Staff**

That the Board approve the following individuals be employed for the 2017-2018 school year on an as-needed basis and paid in accordance with Board policy.

<b>Name, Home</b>	<b>Position</b>	<b>Rate</b>
James Adams, Mechanicsburg	Firefighting/EMT	\$25.30/hour
Chad Bair, West Jefferson	Firefighting/EMT	\$25.30/hour
Rob Christman, Cedarville	Firefighting/EMT Test Proctor	\$25.30/hour
Tammy Detwiler, Urbana	Firefighting/EMT	\$25.30/hour
Tim Detwiler, Urbana	Firefighting/EMT	\$25.30/hour
Adam Goudy, Galloway	Firefighting/EMT	\$25.30/hour
Scott Hockenbery, West Jefferson	Firefighting/EMT	\$25.30/hour
William Houk, West Jefferson	Firefighting/EMT	\$25.30/hour
John King III, Grove City	Firefighting/EMT	\$25.30/hour
Joshua McDowell, West Jefferson	Firefighting/EMT	\$25.30/hour
Andrew Morales, Columbus	Firefighting/EMT	\$25.30/hour
Dean Ortlieb, West Jefferson	Firefighting/EMT	\$25.30/hour
Matthew Noble, London	Firefighting/EMT	\$25.30/hour
Douglas Sanderson, Plain City	Firefighting/EMT	\$25.30/hour
James Troesch, Columbus	Firefighting/EMT	\$25.30/hour
Danny Whiteside, Circleville	Firefighting/EMT	\$25.30/hour
John Wood, Plain City	Firefighting/EMT	\$25.30/hour
Linda Alexander, London	ASPIRE Instructor	\$25.30/hour
Debra Brown, Marysville	ASPIRE Instructor	\$25.30/hour
Wendy Buckey, Galloway	ASPIRE Instructor	\$25.30/hour
Steve Nelson, Columbus	ASPIRE Instructor	\$25.30/hour
Meghan Paulien, Columbus	ASPIRE Instructor	\$25.30/hour

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Kerry Seyffer-Sprague,	ASPIRE Instructor	\$25.30/hour
Tracey Sharpe, Westerville	ASPIRE Instructor	\$25.30/hour
Elizabeth Smith, Reynoldsburg	ASPIRE Instructor	\$25.30/hour
Daniel Stone, Columbus	ASPIRE Instructor	\$25.30/hour
Lorraine Ziegler, Columbus	ASPIRE Instructor	\$25.30/hour
Troy Shampel, Plain City	RAMTEC Instructor	\$25.30/hour
Nickalos McKivergan, Columbus	Welding Instructor	\$25.30/hour

**G10 High School Firefighting Assistant Instructors**

That the Board approve the following individuals be employed for the 2017-2018 school year on an as-needed basis in the High School Firefighting/EMT Program and paid in accordance with Board policy.

<b>Name, Home</b>	<b>Position</b>	<b>Rate</b>
James Adams, Mechanicsburg	High School Firefighting/EMT Assistant	\$25.30/hour
Chad Bair, West Jefferson	High School Firefighting/EMT Assistant	\$25.30/hour
Tammy Detwiler, Urbana	High School Firefighting/EMT Assistant	\$25.30/hour
Tim Detwiler, Urbana	High School Firefighting/EMT Assistant	\$25.30/hour
Adam Goudy, Galloway	High School Firefighting/EMT Assistant	\$25.30/hour
William Houk, West Jefferson	High School Firefighting/EMT Assistant	\$25.30/hour
John King III, Grove City	High School Firefighting/EMT Assistant	\$25.30/hour
Joshua McDowell, West Jefferson	High School Firefighting/EMT Assistant	\$25.30/hour
Andrew Morales, Columbus	High School Firefighting/EMT Assistant	\$25.30/hour
Dean Ortlieb, West Jefferson	High School Firefighting/EMT Assistant	\$25.30/hour
Matthew Noble, London	High School Firefighting/EMT Assistant	\$25.30/hour
Douglas Sanderson, Plain City	High School Firefighting/EMT Assistant	\$25.30/hour
James Troesch, Columbus	High School Firefighting/EMT Assistant	\$25.30/hour
Danny Whiteside, Circleville	High School Firefighting/EMT Assistant	\$25.30/hour
John Wood, Plain City	High School Firefighting/EMT Assistant	\$25.30/hour

**G11 Employment, Adult Education**

Recommendation: That the Board employ the following individuals for the 2017-2018 school year, on an as-needed basis for the purpose listed.

<b>Name, Home</b>	<b>Position</b>	<b>Pay Rate</b>
Lucinda Miller-Zeallear, West Jefferson	ASPIRE Administrative Assistant	\$17.85 per hour



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Shari Lewis, West Jefferson	GED Examiner	\$15.50 per hour
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**G12 Washington Township Affiliation Agreement**

That the Board approve the affiliation agreement between Washington Township and Tolles Career & Technical Center for emergency medical provider or firefighter students for a three year period. (Attached)

**G13 Reduction in Force - Certificated**

Pursuant to ORC 3319.17, and Article VI of the Negotiated Agreement, to implement a reduction in force in the following teaching fields and according to the numbers, as indicated below, for financial reasons, effective June 30, 2017.

- Social Studies (1 FTE)
- Environmental Sciences (.5 FTE)

**G14 Result of Reduction in Force**

As a result of the reduction in force implemented tonight, the following teachers' contacts are suspended, in accordance with ORC 3319.17 and Article VI of the Negotiated Agreement, effective June 30, 2017.

<b>Name, Home</b>	<b>Position</b>	<b>Reduction</b>
Leanne Sunderman, Columbus	Social Studies Instructor	1.0 FTE
Mike Liston, Columbus	Career Technical Instructor, Environmental Management	0.5 FTE

**G15 Program Name Changes**

Recommendation: That the Board approve the following program name changes, in name only; not in curriculum or instruction.

- FROM Environmental Management TO Outdoor Careers
- FROM Interactive Media TO Web Design & Development
- FROM Sports & Fitness TO Exercise Science

**G16 Van Driver Physicals**

That the Board approve Memorial Medical Group to perform the 2017-2018 van driver physicals at a cost of \$45 each.

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**G17 Approval of Custodian Job Description #603**

That the Board approve the addition of Job Description 603, Custodian. (Attached)

**G18 Personal Purchased Service Contract**

That the Board approve the following personal purchased service contract for the 2017-2018 school year.

<b>Name, Home</b>	<b>Position</b>	<b>Rate</b>
Mary Spinks, Mt. Sterling	On-Bus Instructor, Van Driver Certification	\$21.48/hour up to 40 hours

**G19 Vacation Approval**

That the Board approve 15 days of vacation, retroactive to July 2013, for Leanne Weeks, Administrative Assistant to the Superintendent and EMIS Coordinator, due her at the time she moved from a 10-month contract to a 12-month contract.

**G20 Textbook Adoption**

That the Board approve the purchase of the following textbooks for the high school.

<b>Program</b>	<b>Textbook</b>	<b>ISBN</b>	<b>Copyright</b>
Social Studies	We the People: The Citizen & The Constitution	0-89818-218-S	2016

**G21 Cell Phone Reimbursement**

That the Board approve cell phone reimbursement for the individuals listed below, in an amount not to exceed \$60 per month, for the period July 1, 2017 through June 30, 2018.

<b>Name</b>	<b>Position</b>
Ervin Baldwin	Facilities & Maintenance Supervisor
Kate Blachly	Director Special Education
Shane Haggerty	Director of Marketing & Technology
Vivian Herrera	Bi-Lingual Liaison
Milt Kniss	RAMTEC Coordinator
Jackie Kuffel	Career Technical Director
Jay Poroda	Director of Academics & Student Services

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Tim Stainer	Public Safety Coordinator
Connie Strebe	Satellite Director
Lee Wirick	Technology Supervisor
Shea Havens-White	Admissions

**G22 Madison-Champaign ESC Employment Authorization**

That the Board approve the Madison-Champaign ESC as the authorized employer for the 2017-2018 school year for the following positions:

- Attendance Officer Services (part time)
- Physical Education Instructor (part time)

**G23 ESC of Central Ohio Employment Authorization**

That the Board approve the ESCCO as the authorized employer for the 2017-2018 school year for the following positions:

- Three Instructional Aides
- One Adult Education Secretary (part time)
- Two Custodians

**G24 Master Service Agreement with META Solutions**

That the Board approve the Master Service Agreement for Core Services with META Solutions for the period July 1, 2017 through June 30, 2018 and that the Treasurer be authorized to execute the agreement. (Attached)

**G25 Internet Services**

That the META contract for internet services for a three year period, July 1, 2017 through June 30, 2020 be approved, and that the Treasurer be authorized to sign the contract on behalf of the Board.

**G26 School District Property, Auto, Liability, Violence and Theft Insurance**

That the Board authorize and approve payments to Ohio School Plan for property, auto, liability and violence insurance for the period July 1, 2017 through July 1, 2018.

**G27 Customer Service Guidelines**

That the Board approve the 2017-2018 Customer Service Fees and Guidelines. (Attached)

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**G28 Student Fees**

That the Board approve the 2017-2018 Student Fees. (Attached)

**G29 Tolles Wellness Plan Approval**

That the Board approve the Tolles Career & Technical Center Wellness Plan. This plan approval will be in effect through June 30, 2020. (Attached)

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

**H – Executive Session**

In accordance with ORC 121.22(G), Mr. Bichsel moves and Mr. Maggied seconds that the Board of Education caucus to executive session to discuss the employment and compensation of an employee or official.

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

The Board entered into Executive Session at 8:02 p.m.

The Board returned from executive session at 8:54 p.m.

**G30 Employment of Superintendent**

Mr. Maggied moved, Mr. Mason seconded that the Board hire Emmy M. Beeson beginning August 1, 2017 through July 31, 2020 to serve as Superintendent of Tolles Career & Technical Center, under the terms of the written contract for said position as presented. Employment is contingent upon 1) Verification of education and experience, 2) Proof of proper certification, and 3) Positive results from a criminal records check.

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

**I – Other Topics for Discussion**

Ohio ACTE Conference, Columbus, July 24 - 26

**J – Executive Session**

In accordance with ORC 121.22(G), Mr. Bichsel moves and Mrs. Lambert seconds that the Board of Education caucus to executive session to

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discuss the employment and compensation of an employee or official.

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

The Board entered into Executive Session at 8:59 p.m.

The Board returned from executive session at 10:39 p.m.

**K - Adjournment**

Mr. Maggied moved, Mr. Vornbrock seconded that the meeting be adjourned.

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

The meeting was adjourned at 10:40 p.m.

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer