

**PENTA CAREER CENTER
BOARD OF EDUCATION
REGULAR MEETING OF August 12, 2015**

The regular session of the Penta Career Center Board of Education was called to order by President Green at 7:30 a.m. with the following members present: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, and Mr. Schoenlein (6). Absent: Mrs. Limes, Mr. Sutter and Mr. Walker (3).

Staff members present: Mr. Matter, Mrs. Herringshaw, Mr. Ewers and Mr. Kurtz.

APPROVAL OF THE MINUTES

Mr. Rutherford moved and Mrs. Paredes seconded that the Board approve the minutes from the regular board meeting of July 8, 2015.

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander (5). **Abstention:** Mr. Schoenlein (1). President Green declared the motion carried.

RECOGNITION OF VISITORS

The visitors at the meeting were Jane Maiolo, The Journal Newspapers; and Marie Thomas, Sentinel-Tribune Newspapers.

OSBA CAPITAL CONFERENCE DELEGATE/ALTERNATE APPOINTMENT

Mr. Sutter will serve as the delegate to the OSBA Capital Conference and Mrs. Paredes will serve as the alternate.

ADDENDUMS TO THE AGENDA

Mr. Righi moved and Mr. Rutherford seconded that the Board approve the Regular Board meeting agenda sent to Board Members with the following addenda:

- 4.2 Recommendation to Approve the Employment of Supportive Personnel
- 4.3 Recommendation to Approve Employment of Certificated Personnel
- 4.4 Recommendation to Approve Attendance at Professional Meetings

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

REPORTS OF THE TREASURER

July Financial and Investment Reports – Upon the recommendation of Treasurer Herringshaw, Mrs. Sander moved and Mr. Schoenlein seconded that the Board approve the July Financial and Investment Reports.

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO THE BOARD

STAFF – PERSONNEL

Recommendation to Approve Resignations/Retirements – Upon the recommendation of Superintendent Matter, Mr. Righi moved and Mr. Schoenlein seconded that the Board approve the resignation of the following:

Lisa Jones, Instructional Aide, resignation effective August 1, 2015.

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve the Employment of Supportive Personnel – Upon the recommendation of Superintendent Matter, Mrs. Sander moved and Mr. Rutherford seconded that the Board approve the employment of the following Supportive Personnel:

Bradley Dilley, Instructional Aide, Step 0, \$14.02 per hour, for the 2015-2016 school year, 180-day Probationary Contract, pending the completion of all personnel requirements.

Karen Harris, Job Coach, Step 4, \$13.80 per hour, for the 2015-2016 school year, pending the completion of all personnel requirements.

Jordan Pfouts, Job Coach, Step 2, \$12.65 per hour, for the 2015-2016 school year, pending the completion of all personnel requirements.

Jodi Schwalbe, Instructional Aide, Step 1, \$14.48 per hour, for the 2015-2016 school year, 180-day Probationary Contract, pending the completion of all personnel requirements.

Joyce Shenefield, Secretary, Step 5, \$18.18 per hour, effective August 19, 2015, 180-day Probationary Contract, pending the completion of all personnel requirements.

Name	Recommended Contract
Kate Costello Secretary	1 Year
Christopher Burns Maintenance Worker II	1 Year

Student Workers - \$8.50 per hour, as scheduled, effective August 18, 2015:

Alexa Schmeltz

James Thompson

Substitute Job Coach for the 2015-2016 school year – \$11.52 per hour as scheduled, pending the completion of all personnel requirements:

Penny Merrilat

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve Employment of Certificated Personnel – Upon the recommendation of Superintendent Matter, Mrs. Paredes moved and Mr. Righi seconded that the Board approve the employment of the following Certificated Personnel:

Andrew Bocian, Adult Education Auto Body Technician Instructor, \$20.00 per hour as scheduled, for the period August 24, 2015 through June 30, 2016, pending the completion of all personnel requirements.

Christopher Neff, Career Technical Instructor, BAEq Step 5, \$48,526.00, plus nineteen (19) extended service days, for the 2015-2016 school year, one-year limited contract, pending the completion of all personnel requirements.

Kristie Reighard, RAMTEC Vex Robotics Camp Coordinator, June 22-25, 2015, \$750.00.

Adult Education Instructors - \$20.00 per hour, as scheduled, for the period August 24, 2015 through June 30, 2016, pending the completion of all personnel requirements:

Shane Calkins – Welding Instructor

Gary Ilconich – Auto Technician Instructor

John Rudolph – Auto Technician Instructor

John Shilling – HVAC Instructor

William Kopaniasz – Adult Education Instructor

Kerri Materni – STNA Instructor

Bruce Robinson – BCR Instructor

Bernard Carter – HVAC Instructor

Thomas Dietemeyer – HVAC Instructor

Adult Education ABLE Instructors - \$20.00 per hour, as scheduled, for the period August 12, 2015 through June 30, 2016, pending the completion of all personnel requirements:

Sandra Miller

Phyllis Manton

Cody Brown

Substitute School Nurses – per the substitute teacher pay policy as scheduled for the 2015-2016 school year:

Denise Krumel

Nancy Nirschl

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve Attendance at Professional Meetings – Upon the recommendation of Superintendent Matter, Mrs. Sander moved and Mr. Rutherford seconded that the Board approve the following requests to attend professional meetings, participate in staff development activities, or career-technical leadership activities which are out of state or exceed \$150.00 and require Board action:

Steven Byrd, Ohio School Bus Mechanic's Association Annual Workshop, Columbus, OH, October 26-28, 2015. Estimated cost: \$726.32. No substitute required.

Jill Heintz, HOSA Future Health Professionals Washington Leadership Academy, Washington, DC, September 19-22, 2015. Estimated cost: \$1617.06. Substitute required.

Teresa Nissen, Ohio Department of Education Standards Committee Meeting, Columbus, OH, August 31, 2015. Estimated cost: \$153.00. No substitute required.

Teresa Nissen, Ohio Department of Education Standards Committee Meeting, Columbus, OH, September 11, 2015. Estimated cost: \$153.00. No substitute required.

Anne Noel, State Board of Cosmetology and Ohio Department of Education Stakeholder Day, Grove City, OH, August 10, 2015. Estimated cost: \$153.00.

Phil Stockwell, Ohio Association of Career and Technical Education Conference, Columbus, OH, July 27-29, 2015. Estimated cost: \$1065.00. No substitute required.

Rose Szczepanski, New EMIS Coordinator Training, Pickerington, OH, August 17, 2015. Estimated cost: \$153.00. No substitute required.

Dova Zak, FCCLA Organizational Meeting, Columbus, OH, August 14-15, 2015. Estimated cost: \$250.00. No substitute required.

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve Intern/Methods/Student Teacher Placement –

Upon the recommendation of Superintendent Matter, Mr. Rutherford moved and Mrs. Paredes seconded that the Board approve the intern/methods/student teacher placement as follows:

Student Teacher/Intern	University	Penta Cooperating Teacher	Subject/Grade	Date
Austin Baker	BGSU	Kristie Reighard	Science	Fall Semester 2015 – Methods Spring Semester 2016 – Student Teaching
Olivia McKinney	UT	Kathy Wawrzyniak	English	Fall Semester 2015 – Methods Spring Semester 2016 – Student Teaching

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve Policies – Upon the recommendation of Superintendent Matter, and pursuant to the Board's 30-day review, Mr. Righi moved and Mrs. Sander seconded that the Board approve the following Board Policies:

- Policy 2413 (New) Program
RE: Career Advising
- Policy 5330 (Revised) Students
RE: Use of Medication
- Policy 5330.02 (New) Students
RE: Procurement and use of Epinephrine Auto Injectors in Emergency Situations
- Policy 5336 (New) Students
RE: Care of Students with Diabetes

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

Recommendation to Approve Guest Service Fees for 2015-2016 – Upon the recommendation of Superintendent Matter, Mrs. Sander moved and Mr. Rutherford seconded that the Board approve the Guest Service Fees for 2015-2016 as follows:

Automotive Collision Repair – 419-661-6345

Types of work done in this area are painting and collision work. Service is limited to vehicles less than 10 years old and subject to the curriculum schedule. Automobiles must be brought in for an estimate prior to being accepted.

• **Parts**

This represents the cost of an item, necessary for the repair, purchased through our Auto Parts Department. Examples of these items include moldings, bumpers, windshields, etc.

• **Paint and Related Materials**

This cost shall be determined by assessing the refinish time according to Mitchell Repair Manuals x \$30.00 per refinish hour. This figure will represent the cost of paint and material charges and includes, but is not limited to, shop towels, sandpaper, thinner used for tool cleaning purposes, grease and wax remover, metal conditioners, car wash soap, masking paper, masking tape, welding rod, welding wire, welding gases, oil, etc.

• **Body Repair Charges**

This cost shall be determined by assessing the body labor charge x \$5.00 per estimated labor hour (repairing dents, dings, rust, etc.).

• **Hazardous Waste/EPA Fee**

This is a flat charge of \$3.00 per vehicle repaired.
(This cost is applied to storage and proper disposal of paint waste material.)

Automotive Technology – 419-661-6345

Service is limited to vehicles less than 10 years old and subject to curriculum and schedule.

Transmissions, timing belts, head gaskets, or major engine repair work is NOT accepted.

SHOP CHARGES

Align Front End	\$20.00
Brake Calipers, Replace front or rear	\$15.00/each
Brake Pads, Replace (Disc Front)	\$15.00/per axle

Brake Drum, Turn (Each)	\$15.00
Brake Rotor, Turn (Each)	\$15.00
Brake Shoes, Repair (Rear)	\$15.00/per axle
Computer Diagnostic Test	\$15.00
Cooling System, Flush, Recycle.....	\$15.00
Electrical Wiring Problem Diagnostic.....	\$15.00
Engine Scope Test.....	\$15.00
Lubrication & Tires	\$5.00
Oil Change & Filter, MSRP cost of oil/filter plus \$2.00 EPA disposal fee	
Tire Changes – MSRP cost of tires plus \$4.00 EPA tire disposal fee	

Parts prices at MSRP will be charged to customer in addition to the shop fee. Shop Charges for service and repair not listed will be per approval by customer. This cost will be determined by assessing repair time according to Pro Demand Repair System X \$15.00 per repair hour. These charges are necessary to cover the use of tools and equipment involved. This figure will also represent the cost of material charges and includes, but is not limited to, shop towels, brake cleaner, grease, grinding wheels, gaskets, sealant, epoxies, fasteners, wiring terminals, etc. Shop Charges DO NOT include the cost of parts needed.

Computer-Aided Design (CAD) – 419-661-6358

Blueprint Services.....	\$1.00 per sheet - up to size 24" x 36" bond paper
3D Printing Services.....	\$15.00 per cu. in. (\$30.00 minimum order)
Design Services.....	\$15.00 per hour

Computer Hardware/Networking – 419-666-1120, Extension 2218

Computer Repair/Troubleshooting..... \$15.00 (Tool Charge) plus cost of parts

CONSTRUCTION TRADES PROGRAMS

To inquire about projects and scheduling availability, please contact Jon Rife, Construction Trades Supervisor, at **419-661-6358**.

Construction Carpentry / Construction Remodeling

Senior House Project

- \$8,000 which includes a transportation fee and a tool charge fee for Construction Carpentry, Construction Electricity, and Construction Masonry. The homeowner is also responsible for rental of a tool storage box.

Other types of projects: garages, small storage buildings, and animal shelters. Project costs to include:

Garages:

1-car	\$450.00
2-car	\$600.00
Home Remodeling/Additions.....	cost determined per project
Minimum Charge	\$50.00

Construction Electricity / HVAC/R Piping Systems Technology

20% of estimated retail costs of materials

Minimum Charge	\$50.00
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Construction Masonry

Minimum Charge	\$50.00
Laying of Concrete	\$8.00/yard
Laying Brick	\$40.00/1,000 bricks
Laying Block	\$0.30/each

Above fees include tool use and transportation fees**Cosmetology and Hair Design – 419-661-6343**

A variety of personal care services are available to the public. Most services are offered during the senior laboratory time by appointment, although walk-in clients are accepted if possible. Junior students will be able to accept clients for limited services during the second semester. **All services are performed by the students.**

Shampoo	\$2.00
Shampoo and Style.....	\$6.00
Deep Conditioning Treatment	\$10.00
Style/No Shampoo.....	\$5.00
Hair Cut.....	\$6.00
Neck Trim.....	\$1.00
Special Occasion Up-Do	\$15.00
Perm: Short Hair	\$25.00
Perm: Long Hair.....	\$40.00
Relaxer.....	\$25.00
Highlight.....	\$35.00
Each Extra Color	\$5.50
Permanent Color	\$20.00
Semi-Permanent Color	\$20.00
Double Processing Blonde	\$40.00
Spa Manicure (Tax included)	\$7.50
French Polish (Tax included)	\$5.00

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Spa Pedicure (Tax included)	\$15.00
Gel Nails	\$15.00
Pedicure Polish Change (Tax included)	\$7.50
Acrylic Nails (Full Set) (Tax included)	\$15.00
Acrylic Nails (Balance) (Tax included).....	\$10.00
Paraffin Dip (Tax included).....	\$4.00
Facial (Tax included)	\$12.00
Pack or Mask (Tax included).....	\$4.00
Make-Up Application (Tax included)	\$4.00
Eyebrow Arch (Tax included).....	\$5.00
Wax (Tax included)	\$8.00

Long hair is anything shoulder length or below

Cosmetology students may perform all services while Hair Design students may perform only cutting, styling, and chemical services on hair.

Culinary Arts – 419-661-6486

The Culinary Connection is open three days a week starting in October, offering a variety of lunch items. The restaurant is open to the public from 11:00 a.m. to 1:00 p.m. Lunch costs vary from \$6.00 to \$9.00 including dessert and beverage. Please check our website (www.pentacareercenter.org) for dates and a sample menu or call ahead to make sure the restaurant is open.

Special luncheons, breakfasts, and dinners may also be prepared and served by the culinary students. Events that are scheduled beyond school hours may be accepted or declined at the discretion of the culinary instructors. These events can be scheduled by calling Mrs. Wray in the Human Services Office at 419-661-6486. Cost for these events is the cost of food, linens, labor, and a 25% equipment charge.

Early Childhood Education – 419-661-6486

The Early Childhood Education Program operates a preschool called the Early Learning Center for children ages three to five. The preschool is open to the public on a first come, first service basis. Children can be enrolled in the preschool program for up to two years. The preschool program runs Monday through Thursday on school days, from September through May, for two hours in the morning or two hours in the afternoon. The morning preschool program is designed for three-year-olds and young four-year-olds. The afternoon preschool program focuses on preparing older four-year-olds and five-year-olds for early school experiences. Cost for the preschool program is \$740.00 per year and is payable in monthly installments.

*Note: Fees approved at June 27, 2013 Board Meeting.

Floral Design/Greenhouse Production – 419-661-6344

Floral shop services and sales are provided by the Floral Design/Greenhouse Production Program. Floral arrangements, corsages, boutonnieres, and wedding flowers are prepared by the students. Prices vary, depending on the current price of cut flowers supplied by the wholesalers and the size of arrangement. **The spring plant sale of bedding plants and hanging baskets begins on May 1st each year.**

Gas & Diesel Engine – 419-666-1120, Extension 1429

Examples of repairs and overhaul on gas and diesel equipment includes: lawnmowers, tractors, chainsaws, snowmobiles, small outboard motors, motorcycles, and industrial equipment. Service acceptance is subject to the curriculum schedule. Prices vary, depending on the size of the equipment and project, parts, and a tool and EPA fee that ranges from \$5.00 to \$50.00.

Public Safety/Criminal Justice and EMT-Fire Science – 419-661-6486

The Public Safety/Criminal Justice and Public Safety/EMT-Fire Science students assist several of the local law enforcement agencies with parking and traffic control, and other law enforcement related responsibilities at several festivals and fairs during the school year and in the summer. Examples include: Wood County Fair and Grand Rapids Apple Butter Festival.

Small Animal Care – 419-661-6362 (Paws and Claws)

BASICS:

Includes a three step bath, ear cleaning, nail trim, brush out, and teeth brushing

Animals up to 25 lbs.	\$10.00
Animals 26-50 lbs.	\$15.00
Animals 51-75 lbs.	\$20.00
Animals 76-100 lbs.	\$25.00
Animals Over 100 lbs.	\$30.00

BATH WITH TRIM:

Animals up to 25 lbs.	\$15.00
Animals 26-50 lbs.	\$20.00
Animals 51-75 lbs.	\$25.00
Animals 76-100 lbs.	\$30.00
Animals Over 100 lbs.	\$35.00

Welding – 419-661-6358

Work includes: miscellaneous ornamental and fabrication of projects as they fit into the curriculum. Costs include the cost of material plus a 15% tool fee.

***ALL taxes will be applied as applicable and prices are subject to change
as approved by the Penta Career Center Board of Education***

Roll Call: Yeas: Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, and Mrs. Sander and Mr. Schoenlein (6). President Green declared the motion carried.

DISTRICT ACTIVITY REPORTS

Assistant Superintendent Ewers and Director Kurtz were present to discuss various activities taking place within the district.

COMMENTS FROM GUESTS

At this time, guests were given the opportunity to make comments or statements of interest to the Board.

COMMENTS FROM BOARD MEMBERS

At this time, each Board member was given the opportunity to make comments or statements of interest to other Board members.

ADJOURNMENT

There being no further business to come before the Board, President Green declared the meeting adjourned at 7:58 a.m.

President

ATTEST:

Treasurer