

**PENTA CAREER CENTER
BOARD OF EDUCATION
REGULAR MEETING OF OCTOBER 8, 2014**

The regular session of the Penta Career Center Board of Education was called to order by President Green at 5:20 p.m. with the following members present: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9).

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

APPROVAL OF THE MINUTES

Mr. Rutherford moved and Mr. Sutter seconded that the Board approve the minutes from the special Board meeting of September 10, 2014.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (8). **Abstention:** Mr. Righi, (1). President Green declared the motion carried.

RECOGNITION OF VISITORS

The visitors at the meeting were Robert Anderson, Penta Instructor; Joe Boggs, Penta Instructor; Nick Chelmu, Penta Instructor; Cassidy DeRose (Elmwood), Penta Construction Remodeling Student; Eric Eisel, Penta Instructor; Quinn Hendren (Elmwood), Penta Auto Collision Repair Student; Jim Henline, Penta Supervisor; Nick Kazmaier, Penta Instructional Aide; Keith Keeton (Woodmore), Penta Auto Tech Student; Jane Maiolo, The Journal Newspapers; Michael Seibert (North Baltimore), Penta Auto Collision Repair Student; Marie Thomas, Sentinel-Tribune Newspapers; and Kathy Wawrzyniak, Penta Instructor.

ADDENDUMS TO THE AGENDA

Mrs. Limes moved and Mr. Rutherford seconded that the Board approve the agenda sent to Board Members with the following addendums:

Addendums

- 4.1 Recommendation to Approve Resignations/Retirements
- 4.4 Recommendation to Approve Attendance at Professional Meetings

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). President Green declared the motion carried.

FEATURED PROGRAM

Refurbished 1965 Ford F-100 pick-up truck - Penta's Auto Tech student, Keith Keeton (Woodmore), along with instructor, Bob Anderson and Auto Collision students, Michael Seibert (North Baltimore) and Quinn Hendren (Elmwood), along with their instructor, Eric Eisel, shared with the Board about refurbishing a 1965 Ford F-100 pick-up truck. The Ford F-100 truck was available for Board members and guests to view.

Penta Mentoring Program - Kathy Wawrzyniak, Penta Instructor, shared with the Board information about the Student Mentoring Program started at Penta this fall. This program is part of the Student Success Focus Team's work. There are 14 teachers who are working with over 70 students through their duty period and the Student Success Seminar period to improve attendance, grades and behavior.

Penta Professional Development for 2014-2015 - Nick Chelmu and Joe Boggs, Penta Instructors, shared with the Board information about Penta's Professional Development for 2014-2015.

COMMITTEE REPORTS

Finance Committee – Judy Sander, Finance Committee Chairperson, reported that the Finance Committee met prior to the Board meeting to review the Five-Year Forecast.

REPORTS OF THE TREASURER

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

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). President Green declared the motion carried.

Five-Year Forecast – Upon the recommendation of Treasurer Herringshaw, Mrs. Sander moved and Mr. Righi seconded that the Board approve the Five Year Forecast and notes to the Five Year Forecast as follows: (Five-Year Forecast begins on next page. This section left blank intentionally).

Woods Career Center
Schedule Of Revenue, Expenditures and Changes in Fund Balances
Actual and Forecasted Operating Fund

		ACTUAL			FORECASTED				
		Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Revenue:									
1.010	1.010 - General Property Tax (Real Estate)	10,215,622	10,063,173	10,043,848	10,164,626	10,164,626	10,164,626	10,164,626	10,164,626
1.020	1.020 - Tangible Personal Property Tax	502,493	776,535	260,681	531,848	531,848	531,848	531,848	531,848
1.030	1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035	1.035 - Unrestricted Grants-in-Aid	13,622,753	13,545,924	10,814,505	10,697,695	10,797,695	10,797,695	10,797,695	10,797,695
1.040	1.040 - Restricted Grants in Aid	-	-	3,602,564	3,602,864	3,602,564	3,602,564	3,602,564	3,602,564
1.045	1.045 - Restricted Federal Grants-in-Aid - SFSP	-	-	-	-	-	-	-	-
1.050	1.050 - Property Tax Allocation	1,388,858	1,267,925	1,311,029	1,311,000	1,311,000	1,311,000	1,311,000	1,311,000
1.060	1.060 - All Other Operating Revenues	507,748	207,356	155,071	104,000	104,000	104,000	104,000	104,000
1.070	1.070 - Total Revenue	26,207,441	25,866,903	26,195,699	26,411,733	26,511,733	26,511,733	26,511,733	26,511,733
Other Financing	Other Financing Sources:								
2.010	2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020	2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040	2.040 - Operating Transfers-In	-	-	-	-	-	-	-	-
2.050	2.050 - Advances-In	140,862	186,931	48,942	66,766	200,000	200,000	200,000	200,000
2.060	2.060 - All Other Financing Sources	-	-	60,740	-	-	-	-	-
2.070	2.070 - Total Other Financing Sources	140,862	186,931	109,682	66,766	200,000	200,000	200,000	200,000
2.080	2.080 - Total Revenues and Other Financing Sources	26,348,303	26,053,834	26,305,381	26,478,499	26,711,733	26,711,733	26,711,733	26,711,733
Expenditure	Expenditures:								
3.010	3.010 - Personnel Services	15,650,959	14,736,572	14,937,544	15,552,026	15,766,067	16,051,981	16,334,956	16,776,703
3.020	3.020 - Employees' Retirement/Insurance Benefits	5,274,920	5,406,322	5,195,923	5,663,433	6,108,622	6,593,627	7,073,563	7,646,706
3.030	3.030 - Purchased Services	2,529,795	2,535,348	2,631,726	3,206,512	3,000,000	3,000,000	3,000,000	3,000,000
3.040	3.040 - Supplies and Materials	1,377,166	1,550,145	1,623,487	1,715,861	1,600,000	1,600,000	1,600,000	1,600,000
3.050	3.050 - Capital Outlay	668,334	717,723	630,232	523,004	-	-	-	-
3.060	3.060 - Intergovernmental	-	-	-	-	-	-	-	-
Debt Service	Debt Service:								
4.010	4.010 - Principal - All Years	-	-	-	-	-	-	-	-
4.020	4.020 - Principal - Notes	-	-	-	-	-	-	-	-
4.030	4.030 - Principal - State Loans	-	-	-	-	-	-	-	-
4.040	4.040 - Principal - State Advances	-	-	-	-	-	-	-	-
4.050	4.050 - Principal - HB264 Loan	-	-	-	-	-	-	-	-
4.055	4.055 - Principal - Other	-	-	-	-	-	-	-	-
4.060	4.060 - Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.000	4.000 - Other Objects	520,562	542,293	625,508	643,184	500,304	580,384	580,384	580,384
4.500	4.500 - Total Expenditures	26,022,036	25,491,403	25,642,421	27,504,040	26,855,093	27,625,892	28,388,808	29,403,793
Other Financing Uses	Other Financing Uses:								
5.010	5.010 - Operating Transfers-Out	-	-	-	-	-	-	-	-
5.020	5.020 - Advances-Out	186,931	48,942	66,766	200,000	200,000	200,000	200,000	
5.030	5.030 - All Other Financing Uses	-	-	-	-	-	-	-	
5.040	5.040 - Total Other Financing Uses	186,931	48,942	66,766	200,000	200,000	200,000	200,000	
5.050	5.050 - Total Expenditures and Other Financing Uses	26,209,067	25,540,345	25,709,187	27,704,040	27,055,093	27,825,892	28,588,808	29,603,793
	Excess of Rev & Other Financing Uses Over (Under)								
6.010	6.010 - Expenditures and Other Financing Uses	139,337	507,489	596,193	(1,226,341)	(343,360)	(1,114,159)	(1,877,070)	(2,892,060)
7.010	7.010 - Cash Balance July 1 - Including Proposed Renewal/Replacement and New Levies	5,950,590	6,097,935	6,605,362	7,201,555	5,975,214	5,631,854	4,517,695	2,640,625
7.020	7.020 - Cash Balance June 30	6,097,935	6,605,424	7,201,555	5,975,214	5,631,854	4,517,695	2,640,625	(251,435)
8.010	8.010 - Estimated Encumbrance June 30	481,527	509,972	458,237	-	-	-	-	-
Reservations	Reservations of Fund Balances:								
9.010	9.010 - Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020	9.020 - Capital Improvements	-	-	-	-	-	-	-	-
9.030	9.030 - Budget Reserve	-	-	-	-	-	-	-	-
9.040	9.040 - DPA	-	-	-	-	-	-	-	-
9.050	9.050 - Debt Service	-	-	-	-	-	-	-	-
9.060	9.060 - Property Tax Advances	-	-	-	-	-	-	-	-
9.070	9.070 - Bus Purchases	-	-	-	-	-	-	-	-
9.080	9.080 - Subtotal	-	-	-	-	-	-	-	-
10.010	10.010 - Fund Balance June 30 for Certification - of Appropriations	5,616,408	6,095,452	6,743,318	5,975,214	5,631,854	4,517,695	2,640,625	(251,435)
Rev from R	Rev from Replacement/Renewal Levies								
11.010	11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020	11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030	11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-
12.010	12.010 - Fund Balance June 30 for Certification - of Contracts, Salary and Other Obligations	5,616,408	6,095,452	6,743,318	5,975,214	5,631,854	4,517,695	2,640,625	(251,435)
Revenue fr	Revenue from New Levies								
13.010	13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020	13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030	13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
14.010	14.010 - Revenue from Future State Advances	-	-	-	-	-	-	-	-
15.010	15.010 - Unreserved Fund Balance June 30	5,616,408	6,095,452	6,743,318	5,975,214	5,631,854	4,517,695	2,640,625	(251,435)

Notes to the Five Year Forecast

REVENUES

Property Taxes - Real and personal property tax revenues and property tax rollback/homestead exemption are based on the Wood County Auditor's estimate for tax revenue for FY15. Tax revenues for FY16-19 are projected to remain flat.

State Foundation - The FY15 state foundation payment is estimated based on the funding formula for career-technical school districts. The per student amount of \$5,800 as legislated is used in the base calculation using FY14 enrollment information (2014-15 enrollment numbers are not yet finalized). In addition, career-technical additional funding (formerly weighted funds) is calculated using the set dollar amounts for each of the five funding tiers. This is projected to remain relatively flat for FY16-19.

EXPENDITURES

Salaries - Salaries for certificated and classified personnel are based on the salary schedules in their respective negotiated contracts. Both bargaining units ratified contracts effective July 1, 2013. The contracts contain a 2.0% salary increase as well as a step increase for FY15 and a 1.5% salary increase for FY16. For forecast purposes only, a 1% salary increase has been projected for FY17-19. Administrative staff salary increases are based on that of bargaining unit staff. For forecast purposes only, it is projected that several certified staff members will retire in FY16, FY17 and FY18 and that salary savings has been included in this forecast.

Benefits - Health insurance premiums increased by 9% effective July 1, 2014, while dental insurance rates increased by 5.8%. The employee share of insurance is 12.5% for those opting for the PPO and 7.5% for those on the CDHP (consumer driven health plan) through June 30, 2016. Any new employee taking health insurance is required to be on the CDHP. As of September 1, 2014, about 70 employees are enrolled in the CDHP. Incentives for those enrolling in the CDHP continue through the 2015-16 school year per the negotiated agreements. A 12% increase in insurance is used in projecting expenses for FY16-19.

Discretionary Expenditures - Discretionary line items such as repair and maintenance, travel and supplies are based on departmental needs. Prior year expenditures and future needs are considered when determining the appropriations for these line items. Facility repair and maintenance items paid from the general fund are projected to be shifted to the permanent improvement fund beginning in FY16.

Textbooks – Textbooks requests are made through supervisors and in conjunction with course of study updates.

Equipment - Equipment requests are made through supervisors based on a need for replacement equipment or new equipment needed to allow for improved career-technical training. When applicable, these expenses are projected to be shifted for the permanent improvement fund beginning in FY16.

Transfers – An amount of \$100,000 has been appropriated at this time

Advances – An amount of \$100,000 has been estimated to be advanced to various grant funds at year-end to cover expenditures made during the grant year but final payment will not be received until final expenditure reports are filed.

Career-Technical Weighting Requirements - At least 75% of weighting money is appropriated for non-salary items as required by current law.

Contingency - \$200,000 has been appropriated at this time.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). 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. Rutherford moved and Mr. Sutter seconded that the Board approve the resignations of the following:

Judy Moenter, Satellite Business Instructor (Benton-Carroll-Salem), retirement effective June 30, 2015.

Calvin Rowe, Adult Education Instructor, resignation effective September 22, 2014.

Daniel Draper, Maintenance Worker, retirement effective December 31, 2014.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). President Green declared the motion carried.

Recommendation to Approve Employment of Supportive Personnel – Upon the recommendation of Superintendent Matter, Mr. Walker moved and Mr. Righi seconded that the Board approve the employment of the following supportive personnel:

Kathleen Rose Gacsal, Head Cook, Step 0, \$13.80 per hour, effective September 26, 2014, continuation of her 180-day Probationary Contract, for the 2014-2015 school year.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). President Green declared the motion carried.

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

Rita Haddad, Adult Education STNA Coordinator, \$22.50 per hour as scheduled, for the 2014-2015 school year.

William Kopaniasz, Adult Education Instructor, \$18.00 per hour as scheduled, for the 2014-2015 school year.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (9). President Green declared the motion carried.

Recommendation to Approve Attendance at Professional Meetings – Upon the recommendation of Superintendent Matter, Mrs. Limes 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:

Debbie Ayers, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Janet Bain, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Janet Bain, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

Sean Baney, National Fire Prevention Association Live Fire Instructor Certification, Reynoldsburg, OH, October 15-17, 2014. Estimated cost: \$692.00. Substitute required.

Courtney Bockbrader, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Katie Bylow, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Nicole Costello, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Sarah DeLand, Roots Conference, Huron, OH, October 19-20, 2014. Estimated cost: \$631.00. Substitute required.

Adam Downs, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Eric Eisel, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

Russell Grycza, Center on Education and Training for Employment WebXam Workshop, Columbus, OH, October 6-8, 2014. Estimated cost: \$445.00. Substitute required.

Russell Grycza, Center on Education and Training for Employment WebXam Workshop, Columbus, OH, October 20-22, 2014. Estimated cost: \$445.00. Substitute required.

Russell Grycza, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

Robert Haas, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Tonya Kessinger, 15th Annual Ohio School Improvement Institute, Columbus, OH, November 12, 2014. Estimated cost: \$275.00. No substitute required.

Tonya Kessinger, Association for Supervision Curriculum Development Conference on Educational Leadership, Orlando, FL, October 29-November 2, 24. Estimated cost: \$2303.00. No substitute required.

Michael Knitz, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Krysteena Laurence, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Nicole Lingle, National Council of Teachers of English Convention, Washington, D.C., November 20-23, 2014. Estimated cost: \$1557.00. Substitute required.

Patrick Luther, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Janea Makowski, 2014 Ohio ProStart Teacher's Institute, Columbus, OH, October 12-13, 2014. Estimated cost: \$317.00. Substitute required.

Janea Makowski, Roots Conference, Huron, OH, October 19-20, 2014. Estimated cost: \$658.00. Substitute required.

Teresa Nissen, Career Technical Education Teaching Professions Fall Meeting, Groveport, OH, October 3, 2014. Estimated cost: \$156.00. Substitute required.

Gretchen Reichow, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

James Rhegness, 2014 Ohio ProStart Teacher's Institute, Columbus, OH, October 12-13, 2014. Estimated cost: \$288.00. Substitute required.

James Rhegness, Roots Conference, Huron, OH, October 19-20, 2014. Estimated cost: \$658.00. Substitute required.

Jon Rife, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$665.00. No substitute required.

Jon Rife, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$245.00. Substitute required.

Lori Reeves, Ohio Association of Career Technical Superintendents Executive Assistants 2014 Conference, Canfield, OH, November 13, 2014. Estimated cost: \$235.00. No substitute required.

Luke Ryan, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$560.00. Substitute required.

Karen Schlatter, All Ohio Counselor's Conference, Columbus, OH, November 5-7, 2014. Estimated cost: \$625.15. No substitute required.

William Shoop, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Jason Vida, SkillsUSA Advisor Training, Columbus, OH, October 16-17, 2014. Estimated cost: \$250.00. Substitute required.

Jason Vida, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

Kathryn Wawrzyniak, National Council of Teachers of English Convention, Washington, D.C., November 20-23, 2014. Estimated cost: \$731.00. Substitute required.

Brittany Wheaton, National Council of Teachers of English Convention, Washington, D.C., November 20-23, 2014. Estimated cost: \$731.00. Substitute required.

Dan Wyandt, SkillsUSA Fall Leadership Conference, Columbus, OH, October 30-31, 2014. Estimated cost: \$190.00. Substitute required.

Leslie, Zilba, All Ohio Counselor's Conference, Columbus, OH, November 5-7, 2014. Estimated cost: \$425.00. No substitute required.

Roll Call: Yeas: Mr. Green, Mrs. Limes, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter and Mr. Walker (8). **Abstention:** Mrs. Paredes (1). President Green declared the motion carried.

DISTRICT ACTIVITY REPORTS

Director Kurtz was present to discuss various activities taking place within the district.

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.

COMMENTS FROM GUESTS

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

ADJOURNMENT

There being no further business to come before the Board, President Green declared the meeting adjourned at 6:33 p.m.

President

ATTEST:

Treasurer