

**PENTA CAREER CENTER  
BOARD OF EDUCATION  
REGULAR MEETING OF**

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The regular session of the Penta Career Center Board of Education was called to order by President Eric Myers at 5:15 p.m. with the following members present: Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, and Dr. Myers (9).

Staff members present: Mr. Matter, Mrs. Herringshaw, Mr. Richardson, Mr. Davis and Mr. Jeff Kurtz, Mr. Whitlatch.

**APPROVAL OF THE MINUTES**

Mr. Rutherford moved and Mr. Righi seconded that the Board approve the minutes from the regular meeting of November 11, 2009.

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

**RECOGNITION OF VISITORS**

The visitors at the meeting were Jane Maiolo, The Journal Newspapers; David Dupont, Sentinel Tribune; Ryan Lee, EMT/Fire Science Instructor; Laurie Fouts, Math Instructor; Dave Harms, American Science Instructor

**ADDENDUMS TO THE AGENDA**

There were no addendums for the month of December.

**2010 ORGANIZATIONAL MEETING DATE/TIME**

Mrs. Sander moved and Mrs. Limes seconded that the Board set the 2010 Organizational Meeting for Wednesday, January 13, 2010 at 5:15 p.m. in the Board Room at Penta Career Center.

**Roll Call: Yeas:** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried.

**FEATURED PROGRAM**

Culinary students and instructors who prepared the hors d'oeuvres for the evening were recognized at this time.

Director Jeff Kurtz and instructors Laurie Fouts (Math) and Ryan Lee (Fire/EMT) discussed School Goals with Key Strategies which integrates our High Schools That Work Site Action Plan, our Five-Year Perkins Career & Technical Education Performance Plan, and our work to implement

the Ohio Core Graduation Requirements in order to enhance student achievement and learning opportunities for Penta Students. This plan was developed with staff and administration throughout the course of the 08-09 school year.

### **COMMITTEE REPORTS**

Mr. Rutherford, Chairman of the Policy and Legislative Committee, reported that the committee met prior to the board meeting to review three proposed policies that are required by the Ohio Revised Code. Mr. Rutherford presented for the board's 30-day review, the following policies:

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CLASSIFIED STAFF  
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### **OUTSIDE ACTIVITIES OF CLASSIFIED STAFF**

Staff members should avoid situations in which their personal interests, activities, and associations may conflict with the interest of the District. If such situations threaten a staff member's effectiveness within the School System, the Superintendent and Board of Education shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

Staff members may not dedicate work time to an outside interest, activity, or association.

Staff members may not use school property or school time to solicit or accept customers for private enterprises.

Staff members may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the staff member has obtained or may obtain by reason of his/her position or authority.

Staff members may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Staff members should refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

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PROFESSIONAL STAFF  
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OUTSIDE ACTIVITIES OF STAFF

Professional staff members should avoid situations in which their personal interests, activities, and associations conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the Superintendent and/or Board of Education shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

Staff members may not dedicate work time to an outside interest, activity, or association.

Staff members may not use school property or school time to solicit or accept customers for private enterprises.

Staff members may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority.

Staff members may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Staff members should refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

Unless expressly approved by the Superintendent, staff members may not accept fees for tutoring when such tutoring is conducted during normal work day.

Similarly, unless expressly approved by the Superintendent, staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

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**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building director or appropriate administrator shall prepare a written report of the investigation up on completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange or opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building director or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts or harassment, intimidation, and/or bullying by a specific student are verified, the building director or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building director for review, investigation, and appropriate action.

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Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

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**Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C.3312.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666. 3313.667  
State Board of Education Model Policy (2007)

## **REPORTS OF THE TREASURER**

**Monthly Financial Report** - The financial report and supplemental reports for the month of November were provided to each Board member. Members had the opportunity to ask questions or make comments regarding the reports.

Upon the recommendation of Treasurer Herringshaw, Mr. Meyer moved and Mr. Green seconded that the Board approve the financial report for the month of November and the investments purchased during the month of November.

***Roll Call: Yeas:*** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried.

## **SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO THE BOARD**

**Recommendations Pertaining to Employment of Certificated Personnel** - Upon the recommendation of Superintendent Matter, Mr. Sutter moved and Mr. Meyer seconded that the Board approve the employment of the following certificated personnel:

**Damon Murdock** - Instructor, ABLE/GED. This is a part time position as needed. \$20.00 per hour as scheduled for the 2009-10 school year. Effective December 14, 2009 through May 30, 2010.

**Linda Sulpizio** - Instructor, ABLE/GED. This is a part time position as needed. \$20.00 per hour as scheduled for the 2009-10 school year. Effective January 4, 2010 through May 30, 2010.

***Roll Call: Yeas:*** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried

**Report on Attendance at Professional Meetings** – Upon the recommendation of Superintendent Matter, Mrs. Limes moved and Mrs. Sander seconded that the Board approve the following requests to attend professional meetings, participate in staff development activities, or vocational leadership activities which are out of state or exceed \$150.00 and require Board action:

**Shirley Buhro** – 2010 eTech Ohio Technology Conference, Columbus, Ohio, January 31 through February 2, 2010. Estimated cost: \$498.00. No substitute required. (sharing room with Judy Moenter)

**Bill Cameron** – Collision Repair Workshop, Perrysburg, Ohio, December 14-15, 2009. Estimated cost: \$150.00. Substitute required.

**Jody E. Germann** – Ohio Turfgrass Conference, Columbus, Ohio, December 10, 2009. Estimated cost: \$265.00 Substitute required.

**Deb Haig** – Ohio Association of Pupil Services Administrator, Columbus, Ohio, December 10 – 11, 2009. Estimated cost: \$264.40. No substitute required.

**Judy Moenter** – 2010 eTech Ohio Technology Conference, Columbus, Ohio, January 31 through February 2, 2010. Estimated cost: \$359.00. No substitute required. (sharing room with Shirley Buhro)

**Jane Music** – Winter Conference – Ohio Association for Supervision and Curriculum Development, Columbus, Ohio, December 2, 2009. Estimated cost: \$248.20. No substitute required.

**Roll Call: Yeas:** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried.

**Student Teacher Placements** - Upon the recommendation of Superintendent Matter, Mr. Meyer moved and Mr. Righi seconded that the Board approve the following student teacher placement:

<b>Student</b>	<b>Penta Cooperating Teacher</b>	<b>Subject / Grade</b>	<b>Date</b>
Kelsey Feyes, BGSU (Student Teacher)	Amy Perry	Job Training Junior & Senior	January 11 – April 30

**Roll Call: Yeas:** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried.

**Course of Study Approval** - Upon the recommendation of Superintendent Matter, Mrs. Limes moved and Mr. Righi seconded that the Board approve the following Courses of Study:

- Auto Technician – Adult Education
- Auto Body – Adult Education
- Welding Fabrication – Adult Education
- Agriculture Education – Satellite Program at Oak Harbor High School

**Roll Call: Yeas:** Mr. Green, Mrs. Limes, Mr. Meyer, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, Dr. Myers (9). President Myers declared the motion carried.

**Course of Study Review** - Superintendent Matter presented for the board's 30-day review, the Courses of Study for:

- Dietary Manager – Adult Education
- Building, Contractor & Remodeler – Adult Education

## **ADMINISTRATION**

**DISTRICT ACTIVITY REPORTS** - Board members were given a copy of *A Closer Look*, the monthly instructional report. Board members had the opportunity to ask questions or make comments regarding items in the report. Assistant Superintendent Richardson, Directors Davis, Kurtz and Whitlatch were 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, Mr. Rutherford moved and Mr. Green seconded that the meeting be adjourned. The vote was unanimous. President Myers declared the meeting adjourned at 6:10p.m.

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President

ATTEST:

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Treasurer