

**PENTA CAREER CENTER  
BOARD OF EDUCATION  
REGULAR MEETING OF August 13, 2014**

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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. Sutter (6). Absent: Mrs. Limes, Mr. Schoenlein, and Mr. Walker (3).

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

**APPROVAL OF THE MINUTES**

Mr. Sutter moved and Mr. Rutherford seconded that the Board approve the minutes from the special Board meeting of June 23, 2014.

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

**RECOGNITION OF VISITORS**

The visitors at the meeting were Rich Birt, Supervisor of Operations; Monica Dansack, Public Information Coordinator; Jessica Freeborn-Tille, Instructor; Sherri Kobuck, Springfield Local Schools; and Ryan Lee, Assistant Director.

**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.

**FEATURED PROGRAM**

**Campus Readiness** – Rich Birt, Supervisor of Operations, updated the Board on our campus readiness for the 2014-15 school year.

**ADDENDUMS TO THE AGENDA**

Mrs. Sander moved and Mr. Sutter seconded that the Board approve the agenda sent to Board Members with the following addendum and replacement pages:

**Addendum**

4.4 Recommendation to Approve Attendance at Professional Meetings

**Replacement Pages**

4.1 Recommendation to Approve Resignations/Retirements

4.3 Recommendation to Approve Employment of Certificated Personnel

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

Mrs. Limes arrived at the meeting at 7:35 a.m.

Mr. Walker arrived at the meeting at 7:35 a.m.

### **REPORTS OF THE TREASURER**

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

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

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

**Roll Call: Yeas:** Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Sutter and Mr. Walker (8). 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. Walker seconded that the Board approve the resignations of the following:

**David Deskins**, Director of Human Resources, resignation effective August 17, 2014.

**Frank Kohlhofer**, Satellite Marketing Instructor, resignation effective upon locating a suitable replacement.

**Morgan Taylor**, Secretary, resignation effective June 23, 2014.

**Bonnie Williams**, Secretary, retirement effective July 31, 2014.

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

**Recommendation to Approve Employment of Supportive Personnel** – Upon the recommendation of Superintendent Matter, Mrs. Limes moved and Mrs. Paredes seconded that the Board approve the employment of the following supportive personnel:

**Starla Eisenmann**, Secretary, Step 5 on the Secretary Salary Schedule, \$17.91 per hour, 180-day probationary contract, effective July 21, 2014. Pending completion of all personnel requirements.

**Kathleen Gacsal**, Cafeteria Worker, 180-day probationary contract, Step 0, \$11.52 per hour for the 2014-2015 school year.

**Lisa Hibbard**, Administrative Assistant /Office Manager, Step 3, \$45,171.00, a one-year limited contract effective August 11, 2014, 260 days for Administrative Support, pending completion of all personnel requirements.

**Jennifer Northrup**, Secretary, Step 7 on the Secretary Salary Schedule, \$19.09 per hour, 180-day probationary contract effective August 1, 2014. Pending completion of all personnel requirements.

**Jennifer White**, Secretary, Step 3 on the Secretary Salary Schedule, \$16.80 per hour, 180-day probationary contract effective August 1, 2014. Pending completion of all personnel requirements.

**Student Employment** - \$8.00 per hour as scheduled for the 2014-2015 school year, effective August 14, 2014:

Keith Rundio

**Substitutes for the 2014-2015 school year as follows:**

**Cafeteria Worker - \$11.52 per hour as scheduled**

Margaret Carstensen

Nancy Kolodziejcki

Cynthia Marquis

Erin Young

**Job Coaches – \$11.35 per hour as scheduled**

Linda Dachenhaus

Robert DeShetler

Dianna Hillabrand

Linda Ohrt

Amy Perry

John McClure

William Tucholski

**Secretary - \$15.26 per hour as scheduled**

Mary Claburn

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

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

**Stephanie Conway**, Agricultural Education Instructor (Bowling Green) MA + 20, Step 5, \$61,511.00, nineteen (19) extended service days, for the 2014-2015 school year, one-year limited contract, pending completion of all personnel requirements.

**Alex Drozdowicz**, Adult Education Diversified Welding Instructor/Customized Training Coordinator, \$52,500.00 (pro-rated to starting date), effective August 13, 2014, one-year 225-day limited contract, pending completion of all personnel requirements.

**Rex Maze, II**, Adult Education Evening Coordinator/Academic Advisor/Social Media Expert, as scheduled, \$22.50 per hour, effective August 13, 2014, one-year 185-day limited contract for Administrative Support, pending completion of all personnel requirements.

**Allison Thompson**, Family and Consumer Science Instructor (Bowling Green) MA +20, Step 5, \$61,511.00, one (1) extended service day, for the 2014-2015 school year, one-year limited contract, pending completion of all personnel requirements.

**Adult Education ABE Instructors** – \$20.00 per hour, as scheduled, for the period July 1, 2014 through June 30, 2015, pending completion of all personnel requirements:

Lynne Barth

Elisia Miranda

Heather Rotunno

Christopher Tornow

Delores Young

**Adult Education Instructors**, \$18.00 per hour, as needed, for the period July 1, 2014 through June 30, 2015, pending completion of all personnel requirements:

John Haver – Machine Trades

Gary Ilconich – Automotive Technology Instructor

Christopher Mulinix – Automotive Body Repair Instructor

Calvin Rowe – BRC Instructor

John Rudolph – Automotive Technology Instructor

William Shaffer – Forklift Training Instructor

John Shilling – HVAC Instructor

**Substitute School Nurses** – per the substitute teacher pay policy as scheduled for the 2014-2015 school year:

Mary Sue Bly

Denise Krumel

Nancy Nirschl

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

**Recommendation to Approve Attendance at Professional Meetings** – Upon the recommendation of Superintendent Matter, Mr. Rutherford moved and Mrs. Sander 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:

**Courtney Bockbrader**, National FFA Convention, Louisville, KY, October 29-November 1, 2014. Estimated cost: \$120.00. Substitute required.

**Steve Byrd**, Annual Ohio School Bus Mechanics Workshop, Columbus, OH, October 21-22, 2014. Estimated cost: \$690.00. No substitute

**Cynthia Covington**, Ohio ACTE PACE Financial Aide Coordinator's Meeting, Columbus, OH, July 30-31, 2014. Estimated cost: \$227.50. No substitute required.

**Marta Crow**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$805.00. Substitute required.

**Stephen Davis**, National Automotive Technicians Education Foundation (NATEF) Update Training class, Lima, OH, July 23-26, 2014. Estimated cost: \$615.00. No substitute required.

**Adam Downs**, Big E Floriculture Contest, Springfield, MA, September 12-14, 2014. Estimated cost: \$645.00. Substitute required.

**Jessica Freeborn-Tille**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$423.00. Substitute required.

**Rita Haddad**, National Consortium for Health Science Education Biannual Conference, Denver, CO, October 15-17, 2014. Estimated cost: \$1195.00. Substitute required.

**Jill Heintz**, National Consortium for Health Science Education Biannual Conference, Denver, CO, October 15-17, 2015. Estimated cost: \$2445.00. Substitute required.

**Chuck Jaco**, Ohio Association of Secondary School Administrator's Fall Conference, Columbus, OH, October 19-21, 2014. Estimated cost: \$840.00. No substitute required.

**Rebecca Knapp**, Project SEARCH Annual Conference, Omaha, NE, July 21-25, 2014. Estimated cost: \$2315.00. No substitute required.

**Ryan Myers**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$830.00. Substitute required.

**Brad Odenweller**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$423.00. Substitute required.

**Danielle Pickut**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$423.00. Substitute required.

**Katie Rettig**, Ohio Department of Education's 2014 Special Education Leadership Conference, Columbus, OH, October 15-16, 2014. Estimated cost: \$805.00. Substitute required.

**Jon Rife**, Ohio ACTE Connections to Education Conference, Columbus, OH, July 30-August 1, 2014. Estimated cost: \$888.00. No substitute required.

**Daniel Wyandt**, Zulama Training, Johnstown, PA, August 11-12, 2014. Estimated cost: \$2294.50. No substitute required.

**Roll Call: Yeas:** Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Sutter and Mr. Walker (8). 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 Mr. Walker seconded that the Board approve the following Board Policies:

- Bylaw 0160 (Revision) Bylaw  
Re: Meetings
- Policy 1619.01 (New) Administration  
Re: Privacy Protections of Self-Funded Group Health Plans
- Policy 1619.02 (New) Administration  
Re: Privacy Protections of Fully Insured Group Health Plans

- Policy 3419.01 (Revised) Professional Staff  
Re: Privacy Protections of Self-Funded Group Health Plans
- Policy 3419.02 (Revised) Professional Staff  
Re: Privacy Protections of Fully Insured Group Health Plans
- Policy 4419.01 (Revised) Classified Staff  
Re: Privacy Protections of Self-Funded Group Health Plans
- Policy 4419.02 (Revised) Classified Staff  
Re: Privacy Protections of Fully Insured Group Health Plans

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

**Course of Study Review** - Superintendent Matter presented to the Board for its 30-day review the Courses of Study for:

- Advanced Manufacturing Technologies
- Computer Aided Design
- Construction Carpentry
- Construction Remodeling and Construction Concepts
- Construction Masonry
- Construction Sophomore Exploratory
- Heating and Air Conditioning technology
- Manufacturing Operations Sophomore Exploratory
- Welding

**Recommendation to Approve Guest Service Fees for 2014-2015** – Upon the recommendation of Superintendent Matter, Mrs. Sander moved and Mr. Walker seconded that the Board approve the Guest Service Fees for 2014-2015 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. These charges are necessary to cover the use of tools and equipment involved. Shop Charges DO NOT include the cost of repair materials.

**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.

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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 .....	<b>cost determined per project</b>
Minimum Charge .....	\$50.00

### **Construction Electricity / HVAC/R Piping Systems Technology**

20% of estimated retail costs of materials	
Minimum Charge .....	\$50.00

### **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
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
Spa Pedicure (Tax included) .....	\$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



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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](http://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.

**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 1<sup>st</sup> 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:** Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mr. Rutherford, Mrs. Sander, Mr. Sutter and Mr. Walker (8). President Green declared the motion carried.

**Resolution to Amend Penta Career Center's Commitment to the Buck Road and Lime City Road Intersection Improvement Project** – Upon the recommendation of Superintendent Matter, Mr. Rutherford moved and Mr. Righi seconded that the Board approve the following amendment to the resolution passed on August 10, 2011 supporting the Buck Road and Lime City Road Intersection Improvement Project:

**BE IT RESOLVED THAT** the Penta Career Center Board of Education supports the intersection improvement project at Lime City and Buck Roads in cooperation with the Wood County Engineer, the City of Rossford, Perrysburg Township, and TMACOG; and hereby commits to an amended donation in the amount of \$ 150,000.00 in cash, plus the land needed for right of way acquisition associated with this project.

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

**EXECUTIVE SESSION**

Mrs. Limes moved and Mr. Righi seconded that the Board go into Executive Session for the purpose of appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

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

The Board went into Executive Session at 8:14 a.m. and returned to Regular Session at 8:49 a.m. with eight (8) members present.

**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 9:03 a.m.

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President

ATTEST:

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Treasurer