

**PENTA CAREER CENTER  
BOARD OF EDUCATION  
REGULAR MEETING OF March 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 5:15 p.m. with the following members present: Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, and Mr. Walker (8). Absent: Mr. Rutherford (1).

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

Meeting postponed from March 12, 2014 due to inclement weather.

**APPROVAL OF THE MINUTES**

Mr. Schoenlein moved and Mr. Righi seconded that the Board approve the minutes from the regular Board meeting of February 12, 2014.

*Roll Call: Yeas:* Mr. Green, Mrs. Paredes, Mr. Righi, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, and Mr. Walker (7). *Abstention:* Mrs. Limes (1). President Green declared the motion carried.

**RECOGNITION OF VISITORS**

The visitors at the meeting were: Rhonda Hogrefe, Penta New Employee - Adult Education Supervisor; Jane Maiolo, The Journal Newspapers; Nicole Lambert (Bowling Green), Penta Culinary Arts Student; Christian Lau (Rossford), Penta Culinary Arts Student; Peggy Limes; Janea Makowski, Penta Instructor; Jon Rife, Penta Assistant Supervisor; Marie Thomas, Sentinel-Tribune; Marshall Wolf, Penta Career Services Coordinator, and Xavier Wolf.

**ADDENDUMS TO THE AGENDA**

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

**Addendums**

- 4.4 Recommendation to Approve Employment of Certificated Personnel
- 4.5 Recommendation to Approve Attendance at Professional Meetings

**Replacement Page**

- 4.2 Recommendation to Approve Resignations/Retirements

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

## **REPORTS OF THE TREASURER**

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

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

**Records Commission Report** - The Penta Career Center Records Commission consisting of the board president, superintendent and treasurer met on March 13, 2014.

The Commission reviewed and approved Form RC-2 which is the revised Schedule of Records Retention and Disposition. The commission adopted the recommended retention period for each type of document. This schedule will be submitted to The Ohio Historical Society and the Auditor of State for approval.

The Commission also reviewed a draft Form RC-3 which is the Certificate of Records Disposal which is submitted to the Ohio Historical Society for approval prior to records disposal. Records listed on this schedule include board and administrative, financial and payroll, and food service records. In many instances, paper records are disposed but electronic storage is maintained.

Records disposal is tentatively scheduled for July, 2014.

## **EXECUTIVE SESSION**

Mr. Righi moved and Mrs. Sander 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, Mrs. Sander, Mr. Schoenlein, Mr. Sutter, and Mr. Walker (8). President Green declared the motion carried.

The Board went into Executive Session at 5:51 p.m. and returned to Regular Session at 6:10 p.m. with eight (8) members present.

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

### **STAFF – PERSONNEL**

**Recommendation to Approve Employment of Administrative Personnel** – Upon the recommendation of Superintendent Matter, Mrs. Sander moved and Mr. Walker seconded that the Board approve the following Administrative Personnel contracts expiring in 2014:

Rich Birt	3-Year Contract	Supervisor of Operations
David Deskins	3-Year Contract	Director of Human Resources
Chuck Jaco	3-Year Contract	CT Supervisor
Jeffrey Kurtz	3-Year Contract	Director of High School
Daniel Weirich	3-Year Contract	Supervisor of Student Services
Elizabeth Wray	3-Year Contract	CT Supervisor

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

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

**Thomas Krisjanis**, EMT / Fire Science Instructor, resignation effective at the conclusion of the 2013-2014 school year.

**Kevin McCann**, Construction Trades / Manufacturing Supervisor, resignation effective June 30, 2014.

**Lisa Bell**, Marketing Education Instructor, resignation effective February 12, 2014. The Board will take no additional action pursuant to this matter, will accept this resignation, and hereby ceases any action with regard to termination.

**Duncan Slater**, Maintenance I Worker, resignation effective March 5, 2014.

**Delores Young**, Adult Education ABLE / GED Instructor, resignation effective May 30, 2014.

**Roll Call: Yeas:** Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mrs. Sander, Mr. Schoenlein, 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, Mrs. Limes moved and Mrs. Sander seconded that the Board approve the employment of the following certificated personnel:

**Lilian Antypas**, Adult Education ESOL Instructor, \$20.00 per hour as scheduled, effective March 13, 2014 through June 30, 2014.

**Rhonda Hogrefe**, Adult Education Supervisor, Supervisor-Masters Step 1 \$80,010.00, one year administrative contract, March 31, 2014 through June 30, 2014, pending completion of personnel requirements.

**Rhonda Hogrefe**, Adult Education Supervisor, Supervisor-Masters Step 1 \$81,610.00, two-year administrative contract, July 1, 2014 through June 30, 2016.

**Brenda Reed**, Dental Assisting Instructor, BA EQ Step 1, \$40,524 for the 2013-2014 school year, one-year limited contract beginning March 17, 2014, pending completion of personnel requirements.

**Brenda Reed**, Dental Assisting Instructor, BA EQ Step 1, \$41,335.00, Route B Workshop stipend of \$3,050, three extended service days, for the 2014-2015 school year, one-year limited contract.

The following staff will be instructors for OGT Intervention for the 2013-2014 school year and will be paid at \$27.00 per hour as scheduled:

**Dave Derminer**

**Kelly Strahm**

**Kathy Wawrzyniak**

*Roll Call: Yeas:* Mrs. Limes, Mr. Green, Mrs. Paredes, Mr. Righi, Mrs. Sander, Mr. Schoenlein, 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. Righi moved and Mr. Sutter 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:

**Robert Anderson**, Automotive Instructor Workshop, Columbus, OH March 9-10, 2014. Estimated cost: \$282.00. Substitute required.

**Glen Ashenfelter**, Automotive Instructor Workshop, Columbus, OH March 9-10, 2014. Estimated cost: \$279.84. Substitute required.

**Janet Bain**, Academy Pro Hair Extension Certification Training, Toledo, OH, March 16, 2014. Estimated cost: \$375.00. No substitute required.

**Robin Bruderly**, Ohio Business Professionals of America State Contest, Columbus, OH, March 13-14, 2014. Estimated cost: \$310.00. Substitute required.

**Cindy Covington**, ACTE Ohio Postsecondary Adult Career & Technical Education Workforce Conference for PACE Spring Conference, Dublin, OH, April 1-2, 2014. Estimated cost: \$739.48. No substitute required.

**Cindy Covington**, Ohio Postsecondary Adult Career Technical Centers & University System of Ohio 2014 Workforce Transformation Conference, Dublin, OH, April 30 – May 1, 2014. Estimated cost: \$627.08. No substitute required.

**Steve Davis**, National Automotive Service Excellence (ASE) G1 Workshop, Columbus, OH, March 10, 2014. Estimated cost: \$212.00. Substitute required.

**Janel Gerwin**, Family Career Community Leaders of America (FCCLA) Contest, Columbus, OH, April 23-25, 2014. Estimated cost: \$309.00. Substitute required.

**Robert Golden**, SkillsUSA State Competition, Dayton, OH, April 4-5, 2014. Estimated cost: \$625.74. No substitute required.

**Russell Grycza**, Business Professionals of America State Leadership Conference, Columbus, OH, March 13-14, 2014. Estimated cost: \$268.00. Substitute required.

**Russell Grycza**, SkillsUSA State Leadership Conference, Columbus, OH, April 14-16, 2014. Estimated cost: \$300.00. Substitute required.

**Adrienne Gurney**, Reasoning with Unreasonable People Focus on Disorders of Emotional Regulation Workshop, Lima, OH, April 22, 2014. Estimated cost: \$174.60. Substitute required.

**Rita Haddad**, Health Occupations Students of America State Competition (HOSA), Columbus, OH, April 10-11, 2014. Estimated cost: \$200.00. Substitute required.

**David Harms**, Ohio Department of Education Regional Social Studies Leader Meeting, Columbus, OH, March 28, 2014. Estimated cost: \$182.50. Substitute required.

**Jill Heintz**, Health Occupations Students of America State Competition (HOSA), Columbus, OH, April 10-11, 2014. Estimated cost: \$200.00. Substitute required.

**Rhonda Hogrefe**, Ohio Postsecondary Adult Career Technical Centers & University System of Ohio 2014 Workforce Transformation Conference, Dublin, OH, April 30 – May 1, 2014. Estimated cost: \$627.08. No substitute required.

**Christina Jackson**, Family Career Community Leaders of America (FCCLA) Contest, Columbus, OH, April 23-25, 2014. Estimated cost: \$309.00. Substitute required.

**Chuck Jaco**, Ohio Business Professionals of America State Contest, Columbus, OH March 13-14, 2014. Estimated cost: \$450.00. No substitute required.

**Chuck Jaco**, Ohio Instructional Leadership Academy, Columbus, OH, March 19-20, 2014. Estimated cost: \$200.00. No substitute required.

**Chuck Jaco**, Ohio Trade and Industrial Education Supervisor's Association Spring Conference, Columbus, OH, March 21, 2014. Estimated cost: \$350.00. No substitute required.

**Jill Kao**, Family Career Community Leaders of America (FCCLA) Contest, Columbus, OH, April 23-25, 2014. Estimated cost: \$309.00. Substitute required.

**Ron Kauffman**, Ohio Business Professionals of America State Contest, Columbus, OH, March 13-14, 2014. Estimated cost: \$399.00. Substitute required.

**Brooke Kirian**, Family Career Community Leaders of America (FCCLA) Contest, Columbus, OH, April 23-25, 2014. Estimated cost: \$309.00. Substitute required.

**Frank Kohlhofer**, Ohio DECA Executive Board Manual Turn-In Meeting, Columbus, OH, February 13, 2014. Estimated cost: \$165.00. Substitute required.

**Thomas Krisjanis**, SkillsUSA State Leadership Conference, Columbus, OH, April 14-16, 2014. Estimated cost: \$225.00. Substitute required.

**Ryan Myers**, OSBA Special Education Law Workshop, Columbus, OH, March 21, 2014. Estimated cost: \$499.00. No substitute required.

**Anne Noel**, WebXam Item Writing Workshop, Columbus, OH, March 24-25, 2014. Estimated cost: \$310.00. Substitute required.

**Teresa Nissen**, Teaching Professions Winter Meeting, Groveport, OH, March 17, 2014. Estimated cost: \$156.00. Substitute required.

**Grace Phillips**, WebXam Item Writing Workshop, Columbus, OH, March 6-7, 2014 and March 19-20, 2014. Estimated cost: \$658.00. Substitute required.

**Grace Phillips**, Ohio State Board of Cosmetology Changes Meeting, Grove City, OH, March 10, 2014. Estimated cost: \$179.00. Substitute required.

**Kay-Lynne Schaller**, Family Career Community Leaders of America (FCCLA) Contest, Columbus, OH, April 23-25, 2014. Estimated cost: \$309.00. Substitute required.

**Jason Vida**, SkillsUSA State Leadership Conference, Columbus, OH, April 15-16, 2014. Estimated cost: \$240.00. Substitute required.

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

### **DISTRICT ACTIVITY REPORTS**

Directors Deskins and Kurtz 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, President Green declared the meeting adjourned at 6:47 p.m.

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President

ATTEST:

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Treasurer