

# September 2019 Board of Education Meeting

## Pioneer Career and Technology Center Board of Education Meeting

Pioneer CTC Board of Education Conference Room

Monday, September 16, 2019

7:00pm

**Present:** Mr. Tom Clutter, Board Member; Mrs. Mary Dixon, Board Member; Mrs. Mary Jean Theaker, Board Member; Kowalski Kris, Director of Operations, High School; Gregory Nickoli, Superintendent; Linda Schumacher, Treasurer; Mr. Mike Grady, Board Member; Dr. Paul Johnson, Board Member; Jim Calhoun, Assistant Director, High School; Mary Lee Barr, Interim Administrator; Mr. Royden Smith, Board Member; Mr. Douglas Theaker, Board Member; Mr. Bill Hope, Board Member; Mr. Dennis Long, Board Member

**Absent:** Mr. Richard Prater, Board Vice President; Mrs. Margie Prater, Board Member; Colton Penwell, EAP Representative; Sandy Grau, EAP President

### 1 ROLL CALL

Douglas Theaker, Board President

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Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

### 2 PLEDGE TO THE FLAG

Douglas Theaker, Board President

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### 3 MOMENT OF SILENCE

Douglas Theaker, Board President

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### 4 CONSENT AGENDA

Douglas Theaker, Board President

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**Minutes:**

No further discussion. Sent to vote.

**Motioned:** Mr. Mike Grady

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

**4.1 Approve August, 2019 Board of Education Meeting Minutes**

Douglas Theaker, Board President

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**Attachments:**

[August 2019 Board Mtg. Minutes.pdf](#)

**4.2 Approve Membership in Professional Related Organizations**

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that we approve membership in the following Professional Organization:

- Shelby Kiwanis Club - \$120

**4.3 Adopt Student Activity Fund Purposes and Budgets**

Mr. Douglas Theaker, Board President

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**Attachments:**

[Resolution 27.19 Student Activity Funds.pdf](#)

**4.4 Approve Activity Reimbursement Schedule for Club Advisors for 2019-2020**

Mr. Douglas Theaker, Board President

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**Attachments:**

[sept 2019 club advisor stipend.pdf](#)

#### 4.5 Approve Travel Allowance for Club Advisors

Mr. Douglas Theaker, Board President

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**Attachments:**

[sept 2019 club advisor mileage.pdf](#)

#### 4.6 Approve Contracted Services for 2019-2020

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that contracted services for the 2019-2020 school year be approved:

- Dr. Michael Patton, Social Worker

#### 4.7 Approve Updates to Job Descriptions

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following updates to job descriptions be approved:

- Early Childhood Education Preschool Teacher - Childcare Center Director
- Education Aide / Cafeteria Monitor
- GRADS Teacher
- Maintenance Security
- Maintenance Technician
- Secretary - Superintendent and Board of Education
- Summer School Online Learning Coordinator

**Attachments:**

[Educational Aide Cafeteria Monitor.pdf](#)

[GRADS Job Description -proposed updates 2019.pdf](#)

[Maintenance Security.pdf](#)

[Maintenance Technician.pdf](#)

[ECE Preschool Teacher-Childcare Center Director.pdf](#)

[Secretary - Superintend Board of Education.pdf](#)

[SUMMER school VL Coordinator 2019.pdf](#)

#### 4.8 Approve Revisions to Policy 6600

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the revisions to Policy 6600 be approved:

- PO 6600 - Deposit of Public Funds; Cash Collection Points

**Minutes:**

Treasurer Schumacher advised the Board that this policy update is due to the addition of the Night Depository installed outside of the High School office.

**Attachments:**

[PO 6600 Deposit of Public Funds Policy Update.pdf](#)

#### 4.9 Adopt Resolution for Red Ribbon Week

**Attachments:**

[Resolution 28.19 Red Ribbon Week.pdf](#)

## 4.10 Accept Donations

Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following donations be approved:

- **United Way of NC Ohio, Inc., Marion, OH;** generous monetary donation of \$1,000 to be used for students in need of financial assistance.
- **Dawn Wright-Smith, Your Cause, Wells-Fargo Matching Gifts Program, Plano, TX;** generous monetary donation of \$210 to be deposited in the Alumni fund to be used for annual student scholarships.

## 5 FINANCIAL REPORT

Linda Schumacher, Treasurer

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**Minutes:**

Treasurer Schumacher reported as follows:

Nothing new or out of the ordinary on the cash reconciliation this month. Just want to remind you that we will begin using the Huntington Bank Debt Service monies this fiscal year to pay off the COPS that are coming due from the original COPS issue in 2008.

A CDAR came due this past week and we rolled it over into a 52 month CDAR at 2.33%. If you notice interest rates are going down. Star Ohio is already down to 2.29%. If Star Ohio continues to decline, we will compare to the CDAR rates and make a choice then to move the monies into CDARs.

Nothing new or different to report on the fund balances. Inventory is going down. Ada, our new Distribution Accounting Coordinator is working on evaluating the stock in distribution as to its shelf life and obsolescence. Kara and I are meeting with him next week to go over procedures and policies for updating and training.

We have received real estate taxes from all counties. Even the final from Richland county

The remaining counties for Rollbacks and Homestead are Richland, Wyandot and Seneca. Should be right around \$120,000.

As to the State Foundation, they finally took the second payment for CCP for FY19 out of the Foundation payment in August. This amount (\$256,728.58) will be recorded as an Accounts Payable on the GAAP financial statements since this amount was supposed to have been taken out in FY19.

We received the first semi-annual payment for Casino monies which is \$70,737. Seems to be increasing a little each year.

The journal entry is to correct the Adult Ed/Student Services Secretary salary. She is no longer in Adult Ed and the first payroll was posted partially to Adult Ed. So this is to correct it to all post into Student Services.

**Motioned:** Mr. Bill Hope

**Seconded:** Mrs. Mary Jean Theaker

Voter	Yes	No	Abstaining
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Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

**Attachments:**

[August 2019 Financial Report.pdf](#)

## 6 APPROVE CREATION OF STUDENT WELLNESS AND SUCCESS FUND

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the Fund 467 - Student Wellness and Success Fund in accordance with ORC 5705.09. be created.

**Motioned:** Mr. Mike Grady

**Seconded:** Mrs. Mary Dixon

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

## 7 APPROVE FINAL FY20 APPROPRIATIONS

Linda Schumacher, Treasurer

**Minutes:**

Treasurer Schumacher presented the FY20 Appropriations as follows:

Only one item new and unusual on the FY20 Appropriations. – Fund 467

This is the new fund created to house the Student Wellness and Success Funds we will be receiving in October as part of the Foundation payment. These monies are over and above the amount we will receive in Regular Foundation payments. If you remember our regular foundation payments are frozen for this biennium. They have created this additional fund in order track the uses and amount of the uses for this item. I have added the approval of the addition of this fund as an addendum to the agenda for this meeting.

We have actually for the first time appropriated fund 002. These are the funds that will help to pay the maturing COPS in FY19, FY20 & FY21.

**Motioned:** Mr. Mike Grady

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

**Attachments:**

[FY20 Appropriations.pdf](#)

## 8 RECOGNITION OF GUESTS

Gregory Nickoli, Superintendent

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**Minutes:**

No questions or discussion. Sent to vote.

## 9 EAP REPRESENTATIVE

Sandra Grau, EAP Representative

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**Minutes:**

Crystal Escalera present as the EAP representative.

## 10 PUBLIC INPUT

Gregory Nickoli, Superintendent

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Board Policy Section 0164

## 11 CORRESPONDENCE

Gregory Nickoli, Superintendent

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## 12 REPORT ON 2019-2020 BOARD GOALS

Kris Kowalski, Director of Operations, High School

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### **Minutes:**

Mr Kowalski reported the following pertaining to the achievement of Board Goals:

We will incorporate innovative educational practices in both academic and career technical settings that will create success, value and competitive advantage for all students. Ohio State Cosmetology and Barber Board – Positive inspection on September 5, 2019.

We will promote student excellence through the building of skills for lifelong success and promoting programs and policies that facilitate student achievement. Satellite students participated in Forestry Competition -9 schools , 27 teams.- Wynford – 1st, Lucas 4th. Overall individual was 1st from CC – Alex Lawson. 8 students currently on Internships – Eagle Crusher, Neuman Technologies, Vetter Security.

We will foster an environment that promotes commitment, engagement and inclusivity from all stakeholders. Community service at Willard Library helping box books.

We be fiscally responsible to the community, students, staff and all stakeholders while supporting effective, innovative educational programs and providing facilities that are safe, healthy and functional.

We will work to ensure curriculum, instruction, assessment and professional learning that are critical success indicators for the school system, all levels of system operation have to link back to the improvement of student achievement. High expectations must be in place for school staff and students at all times. Students from Government classes attended the WALL at Marvin Memorial Library – “The Spirit of American History” 80-100 feet in length and 8 foot high panels 1775 to present day honoring veterans plus police and firemen who have given their all to protect our country. Inspire teach and educate.

We will implement effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in PCTC programs, and create community advocacy.

Wynford FFA raised over \$1000- to help local family with medical costs BBQ dinner for construction crew and staff.

We will work together to sustain a responsive, caring, and inclusive environment where everyone feels valued, supported and empowered.

We will remain dedicated to our profession by engaging in on-going professional development to stay current on trends in education, business and industry across the curriculum. Master Teacher recognition to 5 staff members.

We will ensure a safe and secure environment for all and to ensure PCTC is prepared to effectively respond to all emergencies. Safety film being installed on entrances.

## 13 PRESENTATION

Shannon Sprang, Supervisor

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### **Minutes:**

Shannon Sprang, Academic & Student Services Supervisor

Crystal Escalera, Counselor

## 14 STUDENT ACHIEVEMENT REPORT

Mrs. Mary Jean Theaker, Board Member

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### **Attachments:**

[September 2019 Student Achievement Report.pdf](#)

## 15 LEGISLATIVE LIAISON REPORT

Mr. Mike Grady, Board Member

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### **Minutes:**

Mr. Grady reported on the following legislation:

SB181 - Workforce Education/Adult Ed

SB89 - CTE bill

## 16 SUPERINTENDENT'S REPORT

Gregory Nickoli, Superintendent

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### **Minutes:**

Superintendent Nickoli reported as follows:

At the request of a group of our Staff Members, we have brought the development and production of our Pioneer Pride and Insights Newsletters in-house for the first time in many years. Joanne Humphrey (Marketing Coordinator), Bill Dichtl (Graphic Arts Instructor), Lindsay Neumann (English Instructor), and Bobbi Eggeman (English Instructor) approached me last Spring about taking on that responsibility in an effort to make our these documents more personal to Pioneer while maintaining the professional appearance it had when produced professionally.

On August 28th we conducted the HVAC contract closeout meeting with representatives from Speer Mechanical and the OFCC. At that time we identified two items that were missing and/or had yet to be completed. We were missing the warranty documents for the units and were awaiting some additional training hours included as a part of the project. We have received a CD with the appropriate documents and the training is scheduled to be completed tomorrow. Upon completion we will be able to sign off on the final payment to Speer thus completing the project. We have another HVAC issue with which to deal. One of our two Mitsubishi units has both compressor units down and requires a complete replacement. We opted for this course of action rather than replacing just the compressors because we will again be under warranty for that unit.

I am asking that you attend a Special Board Meeting at 11:30am on September 25 to approve the lowest responsible bid for the roof of our Maintenance Building. We need a minimum of 6 members for a quorum. It should be a very short meeting to review the bid and approve the resolution.

As you may be aware, Pioneer was issued its annual Report Card reflecting the graduating class of 2018. I am very proud of the work performed by our staff as we received an overall grade of B. Our four and five-year graduation rates continue to be outstanding. We received A's in both of those categories resulting in an overall graduation grade of A. Our achievement score rose one letter grade, to a B as we continue to improve our instructional strategies. We also improved our Career and Post-Secondary Readiness Score one letter grade to a C. As in the past, I would remind you that we believe our Post-Program Placement grade is most indicative of our success rate as a Career Center and that continues to be an A.

There are some exciting upcoming events scheduled for later this month and in October. We would love to have you attend any of the following (please let me know so I can look for you):

OSBA Central Region Fall Conference – September 25th – 5:30pm in Columbus



Just a reminder that the Central Region Fall Meeting is on Wednesday, September 25th at the Villa Milano in Columbus. Social hour will begin at 5:00pm with dinner at 6:00 pm. We can discuss travel arrangements after the meeting.

Parent-Teacher Conferences – October 10th and 15th – 4:00pm to 7:30pm

End of First Grading Period – October 18th

OSBA Capital Conference – November 10th-12th (Agenda to be provided in October)

**PERSONNEL**

Mary Lee Barr, Director of Operations, has reviewed requests to move across on the salary schedule as well as requests for continuing contracts. They are in accordance with the Ohio Revised Code and Board Policy. All other Items are normal for this time of year.

**Attachments:**

[September 2019 Superintendents Report.pdf](#)

## 17 PERSONNEL REPORT

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following personnel recommendations be approved:

- Accept resignation of Certificated personnel.
- Approve salary adjustments of Certificated personnel.
- Approve continuing contracts of Certificated personnel.
- Approve employment of Career Coach
- Approve supplemental contracts for Certificated personnel.
- Approve stipend contracts for Certificated personnel.
- Approve employment of Substitute instructors.
- Approve employment of part-time Classified personnel.
- Approve employment of Substitute Classified personnel.

**Minutes:**

No questions or discussion. Sent to vote.

**Motioned:** Mr. Dennis Long

**Seconded:** Mr. Mike Grady

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		

Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		

**Attachments:**

[Sept. 2019 Personnel Recommendations.pdf](#)

## 18 ADJOURN MEETING

Mr. Douglas Theaker, Board President

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**Motioned:** Mrs. Mary Dixon

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Mike Grady, Board Member	X		
Dr. Paul Johnson, Board Member	X		
Mr. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Long, Board Member	X		