



Auburn Vocational School District BOARD OF EDUCATION

Minutes of June 6, 2017

The June 6, 2017 regular board meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:00 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Kent	Mr. Miller	Mr. Walter
Dr. Culotta	Mr. Klima	Mr. Sedivy	Mrs. Wheeler
Mrs. Javins	Dr. Kolkowski	Mr. Stefanko	

Administrators: Brian Bontempo, Sherry Williamson, Jeff Slavkovsky and Dee Stark

111-17 Approve Agenda

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the June 6, 2017 agenda.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

112-17 Approve Minutes of Regular Board Meeting on May 2, 2017 and Special Board Meeting on May 22, 2017

A motion was made by Mr. Sedivy and seconded by Mr. Kent to approve the minutes of the May 2, 2017 Regular Board meeting and May 22, 2017 Special Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Public Participation – There was no Public Participation at this meeting

Administrative Reports

- ABLE Recognition Ceremony ~ June 22, 2017 at 6:30 pm Auburn Career Center, Presentation Center
- Student Harassment Report, Mr. Jeff Slavkovsky
- 2016-2017 Student Organization State Results
- Auction of 7070 Auburn Rd, Concord Twp., OH 44077 ~ June 15, 2017 @ 1:00 p.m.
- Auburn Board of Education tour 7070 Auburn Road following Board meeting

Facilities Committee Report – *Mrs. Sherry Williamson – monthly update*

Student Achievement Report – *Mrs. Jean Brush – monthly update*

Legislative Report – *Mrs. Mary Javins presented monthly update*

Recruitment/Curriculum Subcommittee Report– *No report*

Finance Committee Report – *No report*

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the Board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending April 30, 2017 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, Bank Reconciliation, and Investment Report. (See Attachments Item#12)

No Action Required.

113-17 Approve Healthcare Premiums

A motion was made by Mrs. Wheeler and seconded by Mr. Sedivy to approve the healthcare Premium rates for 2017 – 2018 as approved by the Lake County School Healthcare Consortium and outlined in the Lake County Schools Council Health Care Benefit program spreadsheet. Employees not on Standard 2 pay the difference. (See Attachment Item #13)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

114-17 Approve for Unanticipated Transfers and Adjustment of Appropriations

A motion was made by Mr. Klima and seconded by Mr. Sedivy to Amend the Certificate of Estimated Resources and adjust appropriations, as needed on June 30, 2017, and transfer to any other fund as necessary in order to avoid an operating deficit on June 30, 2017.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

115-17 Approve Temporary Appropriations FY 17-18

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to approve Temporary Appropriations for FY18 at 85% of the FY17 expenditures. The Permanent Appropriations will be presented to the board for approval at the September 2017 regular board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

116-17 Approve Financial Services

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve the engagement of Plattenburg certified public accountants to compile the required Basic Financial Statements are to be presented in conformity with Generally Accepted Account Principles (GAAP). This firm fee amount will be \$8,500 - \$9,000 per year plus out of pocket costs.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

117-17 Approve High School Principal

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to approve Mrs. Dee Stark – Kurtz as the Principal for the 2017-2018 school year. Mrs. Stark – Kurtz will be on a 220 days, 2 – year contract at the amount of \$89,453.89.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

118-17 Approve High School Staffing 2017-2018

A motion was made by Mrs. Brush and seconded by Dr. Kolkowski to approve Ms. Sarah Noble as the School Counselor for the 2017 – 2018 school year. Ms. Noble will be placed on step 0, column 7 in the amount of \$45,845.00.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

119-17 Approve Extended Work Days 2017-2018 School Year

A motion was made by Mr. Miller and seconded by Mrs. Javins to approve the extended workdays for the following staff for the 2017-2018 school year:

Sarah Noble, School Counselor	up to 3 days
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Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

120-17 Approve Adult Workforce Education Personnel

A motion was made by Mrs. Brush and seconded by Mrs. Javins to employ the following teachers/staff for the 2016/2017 school year.

Louise Vadasz	PN Faculty	\$30.00/hourly
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Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

121-17 Approve to Abolish Administrative Positions and Suspend Administrative Contracts

A motion was made by Mr. Stefanko and seconded by Mr. Klima to abolish R.C. 3319.02 administrative positions and R.C. 3319.02 suspend administrative contracts,

WHEREAS, the Auburn Joint Vocational School District Board of Education (“Board”) adopted Board Policy 1540 (“Suspension of Administrative Contracts”) pursuant to R.C. 3319.171 (“Administrative Personnel Suspension Policy”) with input from the Superintendent and all assistant superintendents, principals, assistant principals, and other administrators employed by the Board under R.C. 3319.02 (“Assistant Superintendents and Other Administrators”) administrative contracts.

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to proceed in achieving a reduction in the administrative staff by abolishing R.C. 3319.02 administrative positions and suspending R.C. 3319.02 administrative contracts in accordance with the recommendation of Superintendent Brian Bontempo (“Superintendent”).

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to proceed in achieving a reduction in the administrative staff by abolishing R.C. 3319.02 administrative positions and suspending R.C. 3319.02 administrative contracts in accordance with best interest of the Auburn Joint Vocational School District, which is the primary factor in achieving a reduction in the administrative staff, given that R.C. 3319.02 administrative positions are not interchangeable.

WHEREAS, Board Policy 1540 and R.C. 3319.171 permits the Board to achieve a reduction in the administrative staff by abolishing R.C. 3319.02 administrative positions and suspending R.C. 3319.02 administrative contracts due to financial conditions affecting the Auburn Joint Vocational School District and the reorganization and consolidation of administrative functions.

WHEREAS, pursuant to Board Policy 1540 and R.C. 3319.171, written notice was issued to Tim Marek on April 19, 2017, that the Superintendent intended to recommend that the Board abolish the R.C. 3319.02 administrative position of **Senior System Engineer** and suspend Tim Marek's R.C. 3319.02 administrative contract, effective July 31, 2017, at this June 6, 2017 regularly-scheduled Board meeting.

WHEREAS, pursuant to Board Policy 1540 and R.C. 3319.171, written notice was issued to Dee Stark on April 19, 2017, that the Superintendent intended to recommend that the Board abolish the R.C. 3319.02 administrative position of **Assistant Principal** and suspend Dee Stark-Kurtz's R.C. 3319.02 administrative contract, effective July 31, 2017, at this June 6, 2017 regularly-scheduled Board meeting.

WHEREAS, pursuant to Board Policy 1540 and R.C. 3319.171, the Superintendent has recommended and is recommending that it is the best interest of the Auburn Joint Vocational School District for the Board to achieve a reduction in the administrative staff and given that R.C. 3319.02 administrative positions are not interchangeable – at this June 6, 2017 regularly-scheduled Board meeting – by **abolishing the following R.C. 3319.02 administrative positions**, effective **July 31, 2017**, due to financial conditions affecting the Auburn Joint Vocational School District and the reorganization and consolidation of administrative functions:

1. Senior System Engineer, and
2. Assistant Principal.

WHEREAS, pursuant to Board Policy 1540 and R.C. 3319.171, the Superintendent has recommended and is recommending that it is the best interest of the Auburn Joint Vocational School District for the Board to achieve a reduction in the administrative staff and given that R.C. 3319.02 administrative positions are not interchangeable – at this June 6, 2017 regularly-scheduled Board meeting – by **suspending the following R.C. 3319.02 administrative contracts**, effective **July 31, 2017**, due to financial conditions affecting the Auburn Joint Vocational School District and the reorganization and consolidation of administrative functions:

1. Tim Marek (Senior System Engineer), and
2. Dee Stark-Kurtz (Assistant Principal).

NOW THEREFORE BE IT RESOLVED, that pursuant to Board Policy 1540 and R.C. 3319.171, the Board (1) hereby accepts the Superintendent's abolishment recommendations, (2) hereby determines that it is the best interest of the Auburn Joint Vocational School District for the Board to achieve a reduction in the administrative staff, (3) hereby determines that R.C. 3319.02 administrative positions are not interchangeable, and (4) hereby **abolishes the following R.C. 3319.02 administrative positions**, effective **July 31, 2017**, due to financial conditions affecting the Auburn Joint Vocational School District and the reorganization and consolidation of administrative functions:

1. Senior System Engineer, and
2. Assistant Principal.

NOW THEREFORE BE IT FURTHER RESOLVED, that pursuant to Board Policy 1540 and R.C. 3319.171, the Board (1) hereby accepts the Superintendent's suspension recommendations, (2) hereby determines that it is the best interest of the Auburn Joint Vocational School District for the Board to achieve a reduction in the administrative staff, (3) hereby determines that R.C. 3319.02 administrative positions are not interchangeable, and (4) hereby **suspends the following R.C. 3319.02 administrative contracts**, effective **July 31, 2017**, due to financial conditions affecting the Auburn Joint Vocational School District and the reorganization and consolidation of administrative functions:

1. Tim Marek (Senior System Engineer), and
2. Dee Stark-Kurtz (Assistant Principal).

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

122-17 Approve Textbooks for the 2017-2018 School Year

A motion was made by Dr. Kolkowski and seconded by Mr. Miller to approve the following textbooks for the 2017- 2018 school year:

Information Support & Services Textbook

Gaddis, Tony. *Gaddis C## 4th Edition, 2017 ICTC1010 Custom Text*. Fourth ed. Boston, MA: A Pearson Education Company. 2017. Print

Allied Health & Pharmacy Tech Textbooks

Textbook

Neumiller, Joshua J., Bobbie Steelman, Karen Davis, Elaine Beale, James Mizner, Jr., and Julie Beccarelli. *Pharmacy Technician Principles and Practices*. 4th ed. St. Louis: Elsevier, 2012. Print.

Workbook/Manual

Neumiller, Joshua J., Bobbie Steelman, Karen Davis, Elaine Beale, James Mizner, Jr., and Julie Beccarelli. *Pharmacy Technician Principles and Practices Workbook and Lab Manual*. 4th ed. St. Louis: Elsevier, 2012. Print.

Architecture Project Management Textbooks

Textbook

Madsen, David A. *Civil Drafting Technology*. S.l.: Pearson, 2017. Print.

Workbook

Madsen, David A. *Civil Drafting Technology*. S.I.: Pearson, 2017. Print.

Textbook

Stine, Daniel John. *Commercial Design Using Autodesk Revit 2018*. S.I.: SDC PUBNS, 2017. Print.

Textbook

Hansen, Aaron. *Interior Design Using Autodesk Revit 2018*. S.I.: SDC PUBNS, 2017. Print.

Textbook

Nelson, Joe. *Primavera P6 for Contractors: A Training Guide*. Second ed. Baton Rouge: Dalrymple, 2012. Print.

Business Management Technology Textbooks

Shaffer, Ann, and Katherine Pinard. *New Perspectives Microsoft Office 365: Office 2016*. Boston, MA: Cengage Learning, 2017. Print.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

123-17 Approve Customized Training Agreement

A motion was made by Mr. Sedivy and seconded by Mrs. Brush to approve customized training agreement between Auburn Vocational School District and Charter Steel. The Adult Workforce Department will provide 56 hours of State of Ohio Emergency Medical Responder customized training.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

124-17 Approve Landscaping Quote

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve the Landscaping quote from Landstyles, Inc., located in Painesville, Ohio in the amount of \$15,611.00. Additional companies were contacted, however, only one other quote that was submitted was from Yardmaster Inc. of Painesville, Ohio. (See Attachment Item #27)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
 Mr. Walter declared the motion passed

Policies: First and Second Reading

The Board of Education make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at www.neola.com/auburnjvs-oh and clicking on the policy number. (Attachments Item #28: Emailed)

Section	Title	Revised/New Policy/Delete
Operations 8510	Wellness	Revised

NO ACTION REQUIRED

125-17 Approve Policies: Final Reading

A motion was made Mrs. Wheeler and seconded by Mrs. Javins to make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be reviewed by visiting the Board Policy website at www.neola.com/auburnjvs-oh and clicking on the policy number. (Attachments Item #29: Emailed)

Section	Title	Revised/New Policy/Delete
Operations 8500	Food Services	Revised
Bylaws 0142	Qualifications and Terms of Office	Revised
Operations 8310	Public Records	Revised
Finances 6700	Fair Labor Standards Act (FLSA)	Revised
Finances 6325	Procurement – Federal Grants/Funds	Revised
Finances 6320	Purchases	Revised
Finances 6423	Use of Credit Cards	Revised

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

126-17 Approve Severance Pay Policy Final Reading

A motion was made by Mr. Klima and seconded by Mrs. Javins to approve the final reading for the severance pay policy.

SEVERANCE PAY

Pursuant to R.C. 124.39(C), the Board provides more severance benefits than those set forth in R.C. 124.39(B). Specifically, it is the current policy and practice of the Board that a Board employee covered under either R.C. 124.38 or R.C. 3319.141 who qualifies and accepts retirement benefits under STRS/SERS shall qualify for a one-time severance payment. This payment shall be equal to the daily rate of pay, at the time of retirement, times twenty-five percent (25%) of the accumulated unused sick leave up to three hundred (300) days. The severance payment shall be twenty-five percent (25%) of three hundred (300) days to a maximum of seventy-five (75) days times the calculated daily rate.

Severance pay shall be based upon the employee's rate of pay at the time of retirement and eliminates the employee's entire sick leave accrual upon payment.

For purposes of this policy, "retirement" means service retirement under the State Teachers Retirement System or School Employees Retirement System and does not include disability retirement.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

127-17 Approve High School Staffing 2017-2018

A motion was made by Mr. Klima and seconded by Mrs. Javins to approve Mrs. Shelby Kaminski as the VOSE Coordinator for the 2017-2018 school year. Mrs. Kaminski will be placed on step 5, column 6 in the amount of \$56,426.00.0

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

128-17 Executive Session

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to enter into executive session at 7:37 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), I hereby recommend that the Board make a motion to adjourn to executive session for the **purpose of considering** the appointment, **employment**, dismissal, discipline, promotion, demotion, or **compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.
- Pursuant to Ohio Revised Code Section 121.22(G)(3), I hereby recommend that the Board make a motion to adjourn to executive session to meet with Board Legal Counsel to discuss disputes involving the Board and/or the School District that are the subject of pending or imminent court action.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

Return to public session at 9:18 p.m.

129-17 Amended Treasurer/ Chief Fiscal Officer Contract of Employment Contract of Employment

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to approve the amended employment contract for Mrs. Sherry Williamson as the Treasurer/Chief Fiscal Officer, for a period commencing August 1, 2016 and ending on July 31, 2020.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

130-17 Amended Inter-District Cooperative Agreement

A motion was made by Mr. Miller and seconded by Mr. Sedivy to approve the “Inter-District Cooperative Treasurer/Chief Fiscal Officer Financial Services cost Sharing Agreement,” a copy of which is attached hereto and incorporated herein, for the period commencing August 1, 2016 and ending July 31, 2020.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

131-17 Adjourn

A motion was made by Mrs. Javins and seconded by Mrs. Wheeler to adjourn the meeting at 9:22 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

Treasurers Note: The meeting was audio taped and a copy of the tape may be obtained by contacting the Treasurer during the course of normal business hours.