

KNOX COUNTY CAREER CENTER SCHOOL DISTRICT BOARD OF EDUCATION

Minutes of Regular Meeting held October 20, 2016, in the Boardroom of the Career Center, 306 Martinsburg Road, Mount Vernon, Ohio.

The meeting was called to order by the President, Mr. Richard McLarnan.

Members present: Dr. Margie Bennett, Mrs. Jody Goetzman, Mr. Richard McLarnan, Mrs. Ruby Miller, Mr. Donald Rogers and Mrs. Mary Jean Theaker

Members absent: Mr. Steve Thompson

The Pledge of Allegiance was led by Mr. Richard McLarnan.

Mr. Thompson arrived at 7:07 p.m.

Presentations were made to the board as follows:

- Elizabeth Edinger, Sports Medicine & Exercise Science, along with her students, discussed activities in their lab
- Angela Eisaman, Health Technologies, along with her students, discussed activities in their lab

Dr. Bennett moved and Mrs. Goetzman seconded the motion to approve the Superintendent’s Consent Agenda and Addendum as follows:

#61-16
Superintendent’s
Consent Agenda

Resignation

Resignation

Susan Mickley – Secretary, due to retirement, effective March 1, 2017.

Substitutes

Substitutes

Teresa Smith – Substitute Cafeteria Worker, at established rate, pending completion of all requirements for Career Center employment.

Jesse Marlow – Substitute Teacher for the 2016-17 school year, pending completion of all requirements for Career Center employment.

Emily Holt – Substitute Teacher for the 2016-17 school year, pending completion of all requirements for Career Center employment.

Board Policies

Board Policies

IGBA - Programs for Students with Disabilities

IGBA-R - Programs for Students with Disabilities (Board Referral File #61a-16)

Field Trips

Field Trips

<u>Date</u>	<u>Class/Organization</u>	<u>Location</u>
10-18	JROTC	Wolf Run Park – Community Service
10-21	Teacher Academy	MVNU – workshop for students
10-21	Career Services	Fredericktown HS – recruiting
10-24	JROTC	Honey Run Park – Community Service
10-24	Career Services	Clear Fork HS – recruiting
10-25	Career Services	Danville HS – recruiting
10-26,27	Health Technologies	Country Court Nursing Home – STNA Clinicals
10-27	Landscape Design	Ariel Foundation Park – Community Service
10-27	Life Skills	Opportunity Knox - tour
10-28	Career Services	East Knox HS – recruiting
10-29	JROTC	Springboro HS - Drill Competition
11-2,3	Health Technologies	Country Court Nursing Home – STNA Clinicals
11-3,4	START & Landscape	Wooster ATI - Ohio High School Landscape Olympics
11-5	JROTC	Grafton HS – Drill Competition
11-9	JROTC	Knox Museum – Color Guard presentation
3-8-17	JROTC	Parkersburg, WV – drill competition
4-1-17	JROTC	Lebanon HS – drill competition
4-26-17	CNC	Convention Center – Precision Machining Technology Show
5-27-17	JROTC	Danville HS - Graduation

- Parent Volunteer Ami Depew – Parent of Landscape Design student, as a volunteer for the FFA trip to Nationals in Indianapolis, IN, October 19-21, 2016.

- Bus Driver Rate of Pay Establish \$12/hr. as rate of pay for substitute bus drivers, effective November 7, 2016.

- Protective Eyewear Grant Ohio ACTE & Ohio Ophthalmological Society Protective Eyewear Program Grant, for a total of \$504.80, which provided 280 safety glasses.

- Dunlap Industries Agreement with Dunlap Industries for a gym floor protector, valued at \$10,000 for \$2,400.

- Donation Donation of a 2007 Ford Zx4 from Jason Hughes to the Auto Technology program.

- Knox Technical Center
 - All contracts are based on adequate enrollment and proper certification.
 - For Part Time contracts – hours worked between contracts, individually and/or combined, cannot exceed maximum part time hours per week.

- Adult Education - Personnel Monica Hite – 12-Month Secretary – Step 0, 261-day contract pro-rated from 11/7/16 – 6/30/17.
 Jennifer Bohman – PN Faculty/LPN to RN Teaching Assistant, \$24.50/hr., 11/28/16 – 6/30/17 part-time, as needed.
 Nancy Speece – PN Teaching Assistant/RN Teaching Assistant, \$25/hr., 10/27/16 – 6/30/17 part time as needed.

- Out of State Conference Sheryl Mickley to attend the Council on Occupational Education Conference 11/2-4/16 in San Antonio, TX. Costs to be paid through Perkins Grant.

- MA, MIB, Phl, Cos and MT program costs Program costs for the 2017-18 Medical Assistant, Medical Insurance Billing, Phlebotomy, Cosmetology and Massage Therapy Programs. (Board Referral File #61b-16)

- MA, MIB, Phl, Cos and Calendars Calendars for the 2017-18 Medical Assistant, Medical Insurance billing, Phlebotomy and Cosmetology programs. (Board Referral File #61c-16)

- Winter/Spring Courses Winter/Spring Short Term Offerings (Board Referral File #61d-16)

- Targeted/Specialized Training Targeted/Specialized Training Courses:

Course	Dates	Hours	Revenue
UMD Automated Systems Leadership Development – This Leadership Development Course will prepare supervisors to influence others in a productive, vision-driven direction, done through example, conviction, and character.	TBD – Client Site	9 hours of instructional/facilitator time (1.5 hours per month x 6 months) 1-hour facilitator delivery of DISC Assessment (*7 prep)	All costs paid by client Revenue: \$4600 Expense: \$4322 Gross Profit Margin: 6%
Walk-In Clinic – Maximum Reimbursement and Billing Long Term Care. This course will train staff to capture maximum reimbursement and will offer a short overview of nursing home billing and coding.	Late October/TBD	6 hours	All costs paid by client Revenue: \$525 Expenses: \$384 Gross Profit Margin: 29%

<p>Social Media Marketing Workshop - This course will focus on content creation and understanding how to know what content works for your market.</p>	<p>TBD – Daytime Workshop</p>	<p>4 hours (8 am –12 pm)</p>	<p>All costs paid by client Revenue: \$1000 Expenses: \$486 Gross Profit Margin: 51% (Based on 8 participants)</p>
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Instructors for Targeted/Specialized Training Courses:

Lori Gastin, Customized Instructor, \$20/hr., 10/21/16 to 6/30/17, as needed.
 Melissa Street Payne, Customized Instructor, \$25/hr., 10/21/16 to 6/30/17, as needed.
 Bridget Bayse, Customized Instructor, \$21.20/hr., 10/21/16 to 6/30/17, as needed.
 Chris Walker, Customized Instructor, \$25/hr., 10/21/16 to 6/30/17, as needed.

Yea: Bennett, Goetzman, Miller, McLarnan, Rogers, Theaker, Thompson. Motion carried.

#62-16
Minutes

Mrs. Miller moved and Mr. Rogers seconded the motion to approve the minutes of the Regular Meeting of September 15, 2016.

Yea: Miller, Rogers, Bennett, McLarnan, Theaker, Thompson. Mrs. Goetzman abstained. Motion carried.

#63-16
Treasurer’s Consent
Agenda
Financial Reports

Mrs. Miller moved and Dr. Bennett seconded the motion to approve the Treasurer’s Consent Agenda as follows:

Financial Reports

Appropriation
Modifications

Amended Official Certificate of Estimated Resources from the County Auditor as follows:

Special Revenue Funds

461	Fifth Quarter Grant	\$1,500.00
524	Perkins Grant	(\$480.33)

Appropriation modifications:

Special Revenue Funds

019	Other Grants	\$411.67
461	Fifth Quarter Grant	\$6,000.00
524	Perkins Grant	(\$480.33)

Transfer

Transfer:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund	Adult Education	\$50,000.00

Donations

Donations:

Raspberry Pi Materials - \$217 value to Digital Media & Software Design

Miscellaneous gift certificates from KCCC staff members - \$190 value to the PBIS 1st Quarter Student Drawing

\$100 – From Knox County Pork Council to the Chef & Catering Program

\$1,000 - VFW of Ohio Charities to the JROTC program

\$5,000.00 - The Community Foundation of Mount Vernon and Knox County for a “Mobile” Cooking Cart for the Cafeteria and Culinary programs.

Yea: Miller, Bennett, Goetzman, McLarnan, Rogers, Theaker, Thompson. Motion carried.

#64-16
Five-Year Forecast

Mrs. Goetzman moved and Mr. McLarnan seconded the motion to approve the Five-Year Forecast (Board Referral File #64-16)

Yea: Goetzman, McLarnan, Bennett, Miller, Rogers, Theaker, Thompson. Motion carried.

#65-16
MEC 2016 RFP
Resolution

Mr. Rogers moved and Mr. Thompson seconded the motion to approve the following MEC 2016 RFP Resolution:

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL ELECTRIC SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED TO META SOLUTIONS FOR THE BILLING PERIOD COMMENCING WITH THE JUNE 2017 BILLING CYCLE AND TERMINATING NO LATER THAN THE MAY 2020 BILLING CYCLE.

WHEREAS, the School District is a member of META Solutions (f/k/a Metropolitan Educational Council) (the "Council"), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Council joined with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive retail electric service commencing with the June 2017 billing cycle and terminating no later than the close of the May 2020 billing cycle, with bids to be submitted for one, two and three year periods (the "RFP"); and

WHEREAS, the RFP seeks a single, fixed-price for all energy charges, excluding capacity charges which shall be passed-through directly to the School District; and

WHEREAS, the Council will send or has sent notices to bid on the School District's electric load to all competitive retail electric service providers licensed to sell power in the state of Ohio and registered with the applicable electric distribution utility; and

WHEREAS, the Council will select the lowest responsible bid submitted in response to the attached RFP, contemplated to be on or before November 1, 2016; and

WHEREAS, this School District may review the lowest responsible bid and corresponding term and elect anytime up to 5:00 p.m. on November 3, 2016, unless extended to a later date as may be allowed under the RFP, to accept the lowest responsible bid with no obligation prior to that time or thereafter if the School District does not sign a Master Supply Agreement with the selected bidder; and

WHEREAS, the Superintendent or the Superintendent's designee will review the lowest responsible bid and corresponding term when the RFP is concluded and determine whether the lowest responsible bid provides for competitive retail electric service for all of the School District's electric load that is the result of a public and competitive RFP;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE KNOX COUNTY CAREER CENTER SCHOOL DISTRICT, COUNTY OF KNOX, STATE OF OHIO, as follows:

Section 1. The Board of Education of this School District does hereby consent, as a member of the Council, to the conducting of an RFP process by the Council for competitive retail electric service commencing with the June 2017 billing cycle and terminating no later than the close of the May 2020 billing cycle, with bids to be submitted for one, two and three year periods on such terms and conditions as the Council deems appropriate.

Section 2. The Board of Education of this School District does hereby authorize the Superintendent or the Superintendent's designee to execute a Master Supply Agreement to be prepared by the Council between the School District and the lowest responsible bidder in the RFP so long as the Superintendent or his appointee finds that the price reflects the results of a public and competitive RFP.

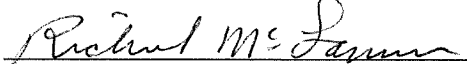
Section 3. The Board of Education hereby directs the Treasurer to review the lowest responsible bid once received and the Master Supply Agreement and determine if the School District has sufficient funds to certify this resolution and, if the Treasurer so finds, to certify this resolution.

Yea: Rogers, Thompson, Bennett, Goetzman, McLarnan, Miller, Theaker. Motion carried.

Discussion Items:

- October 20 – Parent/Teacher conferences – 3:30 to 6:30 p.m.
- October 24 – 28 – OGT testing – October 31, November 1-2 – Make-up days
- October 25 - Trick or Treat at the Career Center - 5 to 6:30 p.m.
- November 8 – Election Day – will be held in the gymnasium in Building 4
- November 14 – Sophomore Visitation – East Knox, Mount Vernon
- November 15 – Sophomore Visitation – Centerburg, Clear Fork, Danville, Fredericktown
- November 17 – Open House – Dinner 4:30 p.m. – Labs open 5 to 7 p.m.
- November 22 - Thanksgiving lunch for students – 10:15 a.m. to 12:15 p.m.

By unanimous consent, the meeting was adjourned at 7:57 p.m.


Richard McLarnan, President


Tracy Elliott, Treasurer

