

# TRI-RIVERS JOINT VOCATIONAL SCHOOL DISTRICT

## REGULAR MEETING May 21, 2014 @ 7:00 p.m. Room 104, TRCC

### 1. Call to Order

The regular May Board of Education meeting was called to order by President Jim McFarland at 7:00 p.m.

### 2. Roll Call

Members Present: Mr. Bryan Bumgarner, Mr. Jim Clinger, Dr. Bob Haas, Mr. Mickey Landon, Mr. Dennis Leader, Mr. Jim McFarland, Mr. Eric Park, Mr. Gary Sims, Mr. Carson Wasserbeck, Mr. Rocky White, and Mr. Gene Wiley.

Members Absent: Mr. Mark Parker and Mr. Keith Rogers.

Also Attending Mr. Charles Speelman, Mr. Steve Earnest, Mrs. Carol Bebout, Mrs. Debbie Curtis, Mrs. Jodi Gaietto, Mr. Richard George, Mr. Larry Hickman, Mr. Bill Karcher, Mrs. Ellen Messenger, Mr. Mike Wellin, and Ms. Sheila Hamm, Mr. Steve Lawrence and Mr. Jim Rittler were present representing TREA.

### 3. Pledge of Allegiance

### 4. Introduction of guests and their comments

. National Technical Honor Society students Alexis Gerfen, Willie Ware, and Hanna Yeoman were present with advisor John Seibel to share their experiences in the National Technical Honor Society.

### 5. General discussion of agenda, addendum, and other items of concern

*Items 6, 7A through 7D listed below under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and removed from the Consent Agenda. The Superintendent and administrative staff recommend approval of all Consent Agenda items.*

Mr. Gene Wiley moved to approve Items 6, 7A through 7D listed below under the Consent Agenda. Mr. Gary Sims seconded the motion.

Discussion

Roll Call: Wiley yes, Sims yes, Bumgarner yes, Clinger yes, Haas yes, Landon yes, Leader yes, Park yes, Wasserbeck yes, White yes, McFarland yes.

Motion declared passed.

**6. Minutes**

To approve the minutes of the April 16, 2014 regular meeting.

**7. Treasurer's Business and Reports**

**A. Financial Report – Attachment 7A**

To approve the financial statement for April, 2014 as submitted.

**B. Paid Bills – Attachment 7B**

To approve the list of paid bills for April, 2014 as presented by the Treasurer.

**C. Five Year Forecast – Attachment 7C**

To approve the five year forecast. A copy of the forecast and notes are attached for your review.

**D. Fred Ryan Memorial Scholarship – Attachment 7D**

To approve access to the funds in the Fred Ryan Memorial Scholarship. Please see the letter attached from Becky Porter, School Counselor outlining the reason for the request.

**8. Director's Report - Larry Hickman**

**9. Superintendent's Report and Recommendations**

*Items 9A through 9K listed below under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and removed from the Consent Agenda. The Superintendent and administrative staff recommend approval of all Consent Agenda items.*

Mr. Mickey Landon moved to approve the following items as outlined in 9A – 9K.

Dr. Bob Haas seconded the motion.

Discussion

Roll Call: Landon yes, Haas yes, Bumgarner yes, Clinger yes, Leader yes, Park yes, Sims yes, Wasserbeck yes, White yes, Wiley yes, McFarland yes.

Motion declared passed.

**A. Employment – Attachments 9A**

To approve the following individuals for the stated contracts as recommended by the Executive Director-Secondary Education and the Director-Adult Education.

**Supplemental**

- Carrie Heimlich, developing clinical sites and supervising student internships, \$20.00 per hour, up to a maximum of 100 hours. Time sheet will be submitted for hours worked to the Executive Director.
- Sherrie Dunn, for maintaining office hours, working on student records and development of the master schedule during summer hours in preparation for the start of school, 10 additional days at per diem rate.
- Matthew Wells, PSS Coordinator-Assistant, \$3,000.

**Supplementals - Extended Service**

| <b><u>Employee</u></b> | <b><u>Position</u></b>              | <b><u># of Days</u></b> |
|------------------------|-------------------------------------|-------------------------|
| Maria Augustin .....   | Grads .....                         | 3                       |
| Lori Burkhart.....     | Invention Specialist/Job Trng. .... | 15                      |
| Sherrie Dunn .....     | Lead Counselor .....                | 25                      |
| Susan Graham .....     | ECLC Lead Teacher .....             | 4                       |
| Kattie Harmon .....    | ECLC Director.....                  | 6                       |
| Teresa Mantey .....    | VOSE Coordinator .....              | 19                      |
| Allison Cox .....      | Guidance Counselor .....            | 15                      |
| Jim Rittler .....      | Ag & Industrial Power .....         | 9                       |
| Sheri Wells .....      | Cosmetology .....                   | 2                       |

**Supplementals – Extended Service for New Assignments**

|                       |                              |   |
|-----------------------|------------------------------|---|
| Eliza Gentkowski..... | Algebra 1.5 .....            | 1 |
| Scott Jones .....     | Advanced Mfg. & Eng. ....    | 1 |
| Lester Poast.....     | Math .....                   | 1 |
| Ritch Ramey.....      | Advanced Mfg. & Eng. II..... | 1 |
| John Seibel .....     | Algebra 1.5 .....            | 1 |
| Charles Stone .....   | Construction Related 2 ..... | 1 |

- Jim Rittler, equipment maintenance supplemental contract, \$20.00 per hour for pre-approved maintenance that cannot be accomplished within the school day or as part of the lab time and requires work to be done outside the school day. To be time sheeted and submitted monthly to Executive Director. This is in addition to the nine extended days given.
- Jim Rittler, bus maintenance, \$20.00 per hour for hours worked beyond normal school day. To be time sheeted and submitted monthly to Executive Director. This is in addition to the nine extended days given.
- Scott Jones, equipment maintenance supplemental contract, \$20.00 per hour for pre-approved maintenance and repair of machines and equipment within the Precision Machining lab that must be accomplished beyond the school work day. To be time sheeted and submitted monthly to the Executive Director.

- Obra Horn, maintenance supplemental contract, \$20.00 per hour for pre-approved maintenance that cannot be accomplished within the school day or as part of the lab time and requires work to be done outside the school day. To be time sheeted and submitted monthly to the Executive Director.
- Sheila Hamm, catering/banquet supervision, supplemental contract, \$20.00 per hour for hours worked beyond normal school day. To be time sheeted and submitted monthly to the Executive Director.
- Angela N. Branam, catering/banquet supervision, supplemental contract, \$20.00 per hour for hours worked beyond normal day. To be time sheeted and submitted monthly to the Executive Director.
- Sheila Hamm, serve safe instructor, \$20.00 per hour for hours worked beyond normal school day with prior approval from the Executive Director. To be time sheeted and submitted monthly to the Executive Director.
- Sheila Hamm, Culinary Arts Instructor, \$27.1216 per lunch period (calculated using per diem rate) when teacher's lunch time is interrupted by her mandatory need to provide teacher supervision for ongoing culinary services such as C.C. Bistro restaurant operations, servicing a community group, or coordinating a luncheon meeting.
- Jon Crothers, supplemental contract in the amount of \$1,500.00 to perform the oversight of Power Teacher. This would include setting passwords, oversight of the program/troubleshooting for staff, and administer in staff professional development on Power Teacher usage.

**Conference Time Compensation**

| <b>Employee</b> | <b>Per Day</b> | <b># days</b> | <b>Total/Year</b> |
|-----------------|----------------|---------------|-------------------|
| Shelia Hamm     | \$44.0725      | 178           | \$ 7,844.91       |
| Obra Horn       | \$34.7100      | 178           | \$ 6,178.38       |

To employ the following summer workers for custodial/maintenance assistance:

- Karen Winders, \$10.00 per hour, on an as needed basis, up to 40 hours per week for a maximum of 10 weeks.
- Angela N. Branam, \$10.00 per hour, on an as needed basis, up to 40 hours per week for a maximum of 10 weeks.
- Tom Bice, \$10.00 per hour, on an as needed basis, up to 40 hours per week for a maximum of 10 weeks.

**Consultant Contract**

Alice Bailey, Part Time Career Development Consultant, one year contract (09/01/14 – 08/31/15) at an hourly rate of \$38 per hour, up to a maximum of 727 hours, no fringe benefits included in this position.

**Supplemental Pay Adjustment**

Kerry Beckel, supplemental compensation for management of the garden center for 2012-13 was figured incorrectly. Pay was divided by 10 periods instead of 8. Mrs. Beckel is

due an addition \$699.01 due to the error.

**OBI Instructors**

- Dan Hayman, \$20.00 per hour, on an as needed basis, as an OBI Instructor.
- Jason Rice, \$20.00 per hour, on an as needed basis, as an OBI Instructor.

**Substitutes**

| <b>Employee</b>     | <b>Area</b>                     |
|---------------------|---------------------------------|
| • Patti Ackerman    | General Education               |
| • Kathy Kirchberg   | General Education               |
| • Randy Manns       | General Education               |
| • Jennifer McBride  | General Education               |
| • Roger Meyer       | General Education               |
| • Cassie Mathias    | General Education               |
| • Kelly Murphy      | General Education               |
| • Kenneth Norris    | General Education               |
| • Angela Powell     | General Education               |
| • Dionna Randas     | General Education               |
| • Bob Reel          | General Education               |
| • Bethany Rice      | General Education               |
| • Carol Sexton      | General Education               |
| • Hank Solis        | General Education               |
| • Craig Swartz      | General Education               |
| • Rick Fryman       | General Education               |
| • Kaitlyn Beltz     | General Education               |
| • DaVell Winters    | General Education               |
| • Jan Barnes        | Cosmetology                     |
| • Ann Thomas        | Health Technologies             |
| • Sarena Johnstone  | Health Care/Health Technologies |
| • Charles Ted Davis | Precision Machining             |
| • Rosalie McGinniss | ECLC                            |
| • Amber Dunn        | ECLC                            |
| • Ann Huff          | ECLC and Secretary              |
| • Beverly Everly    | Secretary                       |
| • Jackie Hamilton   | Secretary                       |
| • Sheila Klenzman   | Secretary                       |
| • Sandra Burns      | Bus Driver                      |
| • Daniel Hayman     | Bus Driver                      |
| • June Welsh        | Bus Driver                      |
| • Larry Elliott     | Bus Driver                      |
| • Karlotta Collins  | Bus Driver                      |

### New Student/Family Conferences

| <b>Instructor</b> | <b>Program Area</b>                  |
|-------------------|--------------------------------------|
| • Barb Bell       | Pathways I                           |
| • Terry Donaugh   | Public Safety Services I             |
| • Sheila Hamm     | Culinary Arts                        |
| • Carrie Heimlich | Veterinary I                         |
| • Obra Horn       | Welding I                            |
| • Jennifer Grimes | Healthcare Professions & Transitions |
| • Pam Miranda     | Transitions                          |
| • Scott Jones     | Precision Machining I                |
| • Lester Poast    | Steps                                |
| • Lucas Bledsoe   | Auto Technology I                    |
| • Jim Rittler     | Ag & Industrial Power I              |
| • Rebecca Salyer  | Cosmetology I & Transitions          |
| • Sherri Wells    | Transitions                          |
| • Chuck Stone     | Transitions                          |
| • Chris Solis     | Transitions                          |
| • James Toth      | Digital Media & Entertainment I      |
| • Matthew Wells   | Public Safety Services               |
| • Laurie Wise     | Healthcare Technologies              |
| • Laura Wixtead   | Early Childhood Education I          |
| • Steve Wren      | CNET I and Transition                |

### Classified

- Kenneth A. Click, Math Instructional Aide, one year contract, 08/01/14 – 07/31/15. \$125 per day for days worked up to 173 days, no benefits.
- Richa Gattshall, Cafeteria Head Cook, at an hourly rate of \$13.50 per hour for hours worked as needed, continuing contract.
- Cathy Fox, Cafeteria Cashier, at an hourly rate of \$10.00 per hour for hours worked as needed, continuing contract.
- Gail Hendricks, Cafeteria Cashier, at an hourly rate of \$8.50 per hour for hours worked.

### Adult Education

#### Part-Time Contracts for 2014-2015

| Name            | Position                | Schedule & Step         | Rate    |
|-----------------|-------------------------|-------------------------|---------|
| Pam Collins     | Accreditation Assistant | PT Non-HC               | \$15.42 |
| Jackie Hamilton | Substitute Secy.        | PT Non-HC               | \$10.28 |
| Larry Honaker   | PT Computer Instructor  | PT Non-HC               | \$19.53 |
| Larry Honaker   | AE Tech. Support        | PT Non-HC               | \$19.53 |
| Sarah Kelly     | Summer Intern           |                         | \$ 8.00 |
| Laura Bennette  | PT HC Instructor        | PT HC, Class 3, Step 0  | \$25.07 |
| Lori Conte      | PT HC Instructor        | PT HC, Class 3, Step 4  | \$26.32 |
| June Emigh      | PN HC Instructor        | PT HC, Class 1, Step 0  | \$23.57 |
| DeeDee Farmer   | PN PT Instructor        | FT HC, Class 3, Step 12 | \$34.03 |
| Laura Fleming   | PT HC Instructor        | PT HC, Class 3, Step 0  | \$25.07 |
| Brenda Jolley   | PT HC Instructor        | PT HC, Class 2, Step 2  | \$24.82 |

|                       |                         |  |         |
|-----------------------|-------------------------|--|---------|
| Julie Lawson          | PT HC Instructor        | PT HC, Class 4, Step 0                   | \$26.57 |
| Tina Rodenberger      | PT HC Instructor        | PT HC, Class 2, Step 2                   | \$24.82 |
| Christina Sprinkle    | PT HC Instructor        | PT HC, Class 3, Step 0                   | \$26.57 |
| Sharon Teynor         | PT HC Instructor        | PT HC, Class 3, Step 5                   | \$32.28 |
| Donna Vent            | PT HC Instructor        | PT HC, Class 1, Step 0                   | \$23.57 |
| Linda Wing            | PT HC Instructor        | PT HC, Class 2, Step 7                   | \$26.07 |
| Jerry Call            | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Ted Davis             | PT IM Instructor/Coord. | PT Non-HC                                | \$21.59 |
| Victor Dutton         | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Scott Jones           | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Steve McFarland       | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Daniel Meadows        | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Levi Retterer         | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Jim Rittler           | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| John Seibel           | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Chuck Stone           | PT IM Instructor        | PT Non-HC                                | \$20.55 |
| Clint Canterbury      | PT Fire Instructor      | PT Non-HC                                | \$18.50 |
| Lorena Gail Dodds     | PT EMS Instructor       | PT Non-HC                                | \$18.50 |
| Michael Dodds         | PT PSS Coordinator      | PT Non-HC                                | \$21.59 |
| Jessica George        | PT EMS Instructor       | PT Non-HC-Certified,<br>Class 1, Step 12 | \$27.41 |
| Dave McKinniss        | PT Clinical Coord.      | PT Non-HC                                | \$13.37 |
| Dave McKinniss        | PT EMS Instructor       | PT Non-HC                                | \$18.50 |
| Darren Neuenschwander | PT Clinical Coordinator | PT Non-HC                                | \$13.37 |
| Darren Neuenschwander | PT EMS Instructor       | PT Non-HC                                | \$18.50 |
| Darren Neuenschwander | PT Fire Instructor      | PT Non-HC                                | \$18.50 |

\*Upon completion of 650 or more hours in a school year, PT Healthcare staff will receive 1 year step on their next year's part time contract. Numbers above reflect step for employees who have already met this criteria this year.

PT contracts are for up to 1300 hours in a school year.  
Note: If already employed by Adult Education on a full-time basis and if the employee is contracted for a part-time job within the department, the employee will be paid at the appropriate full-time hourly rate for the part time position hours per board approved pay scale.

FT=Full Time, PT=Part-time, HC=Healthcare, IM=Industrial Maintenance.

**B. Resignation – Attachment 9B**

- To approve a resignation from Tyler Gray, Part-time Public Safety Services Instructor effective April 25, 2014.

**C. Donations – Attachments 9C**

- To approve a donation from Angles Salon of styling products and a half hour massage for a fundraiser for Practical Nursing Day Student Council. Value of \$100.00.
- To approve a donation from Camille Gilliam of miscellaneous products for Cosmetology. Value of \$25.00.

**D. Out of State Professional Development – Attachment 9D**

- To approve Lester Poast attending a Beginner Vo-Ed Instructors School in Milwaukee, WI, from June 16 through June 19, 2014. The purpose is for small engine training for Steps and potential IEP classes. A copy of the information is attached for your review.
- To approve Larry Hickman's attendance at the 2014 ACTE Career Tech Vision in Nashville, Tennessee on November 19-22, 2014. Cost to Tri-Rivers is approximately \$1,400.00. A copy of his request is attached for your review.

**E. Out of State Competition**

To approve Sheri Wells, Skills USA liaison and 2 students to attend the Skills USA National Conference in Kansas City, Missouri. A request form with estimated expenses and a brief itinerary is attached for your review.

**F. Tolles Career & Technical Memorandum of Understanding – Attachment 9F**

To approve the Memorandum of Understanding between Tri-Rivers Career Center and Tolles Career and Technical Center for a public relations campaign to benefit career technical education. A complete copy of the Memorandum is attached for your review.

**G. Contract with Canvas – Attachment 9G**

To approve a contract with Canvas for the adult education student learning management system. A complete copy is attached for your review.

**H. Grant from Honda – Attachment 9H**

To approve acceptance of a \$25,000 grant from Honda of America for development of future technicians. A copy of the letter is attached for your review.

**I. Marion Co. J&FS Job Search/Job Readiness Training Amendment**

To approve the amendment of the agreement with Marion County Job and Family Services to allow for an additional 2 sessions. A complete copy of the amendment is attached for your review.

**J. Student Handbook/Catalog for 2014-2015**

To approve the Adult Education School Handbook/Catalog for the 2014-15 school year. A complete copy is attached for your review.



**K. Textbook List – Practical Nursing & LPN-RN Courses**

To approve the textbook list for the Practical Nursing classes and for the LPN to RN classes. The list is attached for your review.

**Discussion**

| DAY      | DATE     | EVENT                       | TIME    | WHERE      |
|----------|----------|-----------------------------|---------|------------|
| Thursday | 05/22/14 | Retirement Celebration      | 6:00 pm | MPR        |
| Friday   | 06/13/14 | PN and LPN to RN Graduation | 7:00 pm | The Palace |

Letter from Farm Bureau thanking us for the use of the building for the Farmers Care Breakfast.

**10. Executive Session**

Mr. Gene Wiley moved to enter into executive session for the purpose of employment of personnel.

Mr. Jim Clinger seconded the motion.

Discussion

Roll Call: Wiley yes, Clinger yes, Bumgarner yes, Haas yes, Landon yes, Leader yes, Park yes, Sims yes, Wasserbeck yes, White yes, McFarland yes.

The Board entered into executive session at 7:55 p.m.

President McFarland declared the meeting back in regular session at 9:14 p.m.

**11. Adjourn**

Mr. Mickey Landon moved to adjourn.

Mr. Gary Sims seconded the motion.

Discussion

Roll Call: Landon yes, Sims yes, Bumgarner yes, Clinger yes, Haas yes, Leader yes, Park yes, Wasserbeck yes, White yes, Wiley yes, McFarland yes.

Motion declared passed.

Meeting adjourned at 9:14 p.m.

**Next meeting will be June 25, 2014.**

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Jim McFarland, President

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Steve Earnest, Secretary