

# September 2023 Regular Board of Education Meeting

## Pioneer Career and Technology Center Board of Education Meeting

Pioneer CTC Board of Education Conference Room

Monday, September 18, 2023

7:00pm

**Present:** Mrs. Robyn Almanson, Board Member; Mr. Bill Hope, Board Member; Mrs. Morgan Jones, Board Member; Mr. Dennis Long, Board Member; Mr. Bill McFarland, Board Member; Mr. Spencer Shipman, Board Member; Mr. Douglas Theaker, Board President; Mrs. Mary Jean Theaker, Board Member; Gregory Nickoli, Superintendent; Linda Schumacher, Treasurer; Kowalski Kris, Director of Business Affairs; Clay Frye, Director of Operations

**Absent:** Sandy Grau, EAP President; Mr. Mike Grady, Board Member; Mr. Royden Smith, Board Member; Mrs. Erin Stine, Board Member; Jolene Young, Asst. Director, High School

### 1 ROLL CALL

Mr. Douglas Theaker, Board President

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Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

### 2 PLEDGE TO THE FLAG

Mr. Douglas Theaker, Board President

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### 3 MOMENT OF SILENCE

Mr. Douglas Theaker, Board President

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### 4 CONSENT AGENDA

Mr. Douglas Theaker, Board President

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**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mrs. Robyn Almanson

**Seconded:** Mrs. Morgan Jones

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**4.1 Approve August 21, 2023 Board of Education Meeting Minutes**  
Mr. Douglas Theaker, Board President

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**Result:** Approved

**Attachments:**

[August 2023 Board Mtg. Minutes.pdf](#)

**4.2 Approve Student Activity Fund Purposes and Budgets**  
Mr. Douglas Theaker, Board President

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**Result:** Approved

**Attachments:**

[Resolution 12.23 Student Activity.pdf](#)

**4.3 Approve Activity Reimbursement Schedule for Club Advisors for the 2023-2024 School Year**  
Mr. Douglas Theaker, Board President

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**Result:** Approved

**Attachments:**

[Club Advisor Stipends 2023.24.pdf](#)

**4.4 Approve Revisions to Job Descriptions**  
Mr. Douglas Theaker, Board President

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

- Superintendent
- Treasurer
- Director of Business Affairs
- Assistant Director, High School
- School Nurse
- Maintenance Coordinator
- Distribution Center Coordinator
- Assistant Treasurer
- Receptionist/Secretary, Administrative Center
- Administrative Secretary, Career/Technical Secondary School
- Instructor, Adult Education
- Coordinator/Instructor, Adult Education

**Result:** Approved

**Attachments:**

[Supt. job description 2023.pdf](#)  
[Treasurer job description 2023.pdf](#)  
[Asst. Director job description 2023.pdf](#)  
[Director of Bus. Affairs 2023.pdf](#)  
[School Nurse job description 2023.pdf](#)  
[Asst. Treasurer job description 2023.pdf](#)  
[Maintenance Coord. job description 2023.pdf](#)  
[Admin Secretary HS job description 2023.pdf](#)  
[Receptionist Admin Center job description 2023.pdf](#)  
[AE Instructor job description.pdf](#)  
[AE coordinator.instructor job description.pdf](#)  
[Dist. Coordinator job description 2023.pdf](#)

#### 4.5 Adopt Resolution for Red Ribbon Week

Mr. Douglas Theaker, Board President

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**Result:** Approved

**Attachments:**

[Resolution Red Ribbon Week.pdf](#)

#### 4.6 Approve Strategic Plan Agreement for FY 24

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the Strategic Plan Agreement for FY24 be approved.

**Result:** Approved

**Attachments:**

[Strategic Plan FY24.pdf](#)

#### 4.7 Accept Donations

Mr. Douglas Theaker, Board President

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

- **Larry Reynolds, Plymouth Class of 73**; generous monetary donation of \$185 to the Graphic Arts lab.
- **Ryan Tanner, Mansfield**; generous donation of clothing for the Pioneer Sharing Closet with a value of \$150 to the Graphic Arts lab.. This donation will be used for students in need at Pioneer CTC.
- **Dawn Wright-Smith, Blackbaud Giving Fund, Charleston, SC**; generous monetary donation of \$30 for the Alumni Endowment fund. This donation will be put towards annual student scholarships.

**Result:** Approved

## 4.8 Approve Student Participation in Competitive Events

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following students be approved to participate in competitive events:

[list content too large]

**Result:** Approved

## 5 FINANCIAL REPORT

Linda Schumacher, Treasurer

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### Minutes:

Treasurer Schumacher reported as follows:

Being two months into the year, everything is going well.

Star Ohio is now paying 5.46% and Park National Money Market (where we keep a small reserve to use for daily needs) is paying 3.00%.

The final GEER PCR (Project Cash Request) of \$19,155.39 has been filed and we have actually just received the monies and we have filed the FER (final expenditure report). We are just waiting for the approval for the FER and we will be completely done with GEER monies.

The FY23 ECE and Perkins grants will be finished and closed by the end of September when the FER's are due.

We are so close to the closeout for the Renovation. Refers to 010 fund. I have received the final closeout calculator and have signed that document. Later on in the meeting you will have the opportunity to approve and accept the Certificate of Completion issued by the OFCC. It took a couple times to get the closeout calculator correct. The first one I received did not include the \$1,750,000 settlement, so I sent it back. The second one did not include the additional \$137,000 which the OFCC agreed to pay Pioneer out of the settlement proceeds. On the third try, we agreed. So, the final figures are the OFCC will be refunded \$1,899,315.13 and Pioneer's share is \$1,188,906.03. If anyone cares to see the actual calculation, I would be happy to put it up on the screen? I am so glad we are going to be able to get this closed out before I leave. I believe the only thing left is an update to the calculator for the interest that has been posted to the account since June 30, 2023. Then we can send the monies to OFCC and we will have to get approval to move our remaining funds in the 010 to their proper fund. It actually should all be eligible to go back to the General Fund minus the interest earned. I have a call into bond counsel for that last bit of information.

The General Fund is all good. We are still waiting for some of the homestead and rollbacks to come in. Other than that everything is line with where it should be.

We have a couple journal entries for you to approve. Both are to finalize grants – both the GEER and Perkins.

**Result:** Approved

**Motioned:** Mr. Bill Hope  
**Seconded:** Mrs. Mary Jean Theaker

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[August 2023 Financial Report.pdf](#)

## 6 APPROVE FINAL FY24 APPROPRIATIONS

Linda Schumacher, Treasurer

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**Minutes:**

Treasurer Schumacher reported as follows:

Tonight I also have for your approval the FY24 Appropriations. Nothing out of the ordinary here. In order to receive our Certificate of Estimated Resources, we file both the Budgetary Analysis and the Appropriations Measure with the County Auditor's office. In addition to those, I am also presenting to you the General Fund Appropriations and a Permanent Improvement Spending Plan. The General Fund Appropriations you will see every month going forward as a part of the Financial Presentation of the General Fund. The PI spending plan is one that is developed in a meeting of Greg, Kris, Clay, Luke Brenneman and Mike Grimwood and myself. Everyone throws in their wishes and then we start from there. The Support Technology includes computers and other technology for Support Staff – secretaries, distribution, board office, nurse, etc. The educational Technology is all technology to do with the classroom or labs, including teachers and students. CTE Educational Equipment is all lab equipment. Lab teachers make their requests (those usually come from their Advisory Committee) and give them to their Supervisors. Those requests are then reviewed by the Superintendent and Director and equipment is ordered. This year the Surveillance Equipment includes an updated student badge machine and a camera for the parking lot. The Facility budget for this year includes blacktopping and patching of areas for the parking lots. Educational vehicles might be split between support and educational vehicles and could include new smaller vehicles for support use and new van-type vehicles for transportation for students or staff. The CTE Furniture are new chairs for teachers, and the Support Furniture is for new tables for the Arena. The chairs I speak of are now over 12 years old and are having to have quite a bit of repairs done on them.

The 412 Certificates are also included in this report. They are certificates stating that Pioneer has the monies to cover health insurance, salaries and appropriations.

**Result:** Approved

**Motioned:** Mr. Dennis Long  
**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[FY24 Appropriations.pdf](#)  
[412 Certificate 2022.pdf](#)

## 7 RECOGNITION OF GUESTS

Gregory Nickoli, Superintendent

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## 8 EAP REPRESENTATIVE

Sandy Grau, EAP President

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## 9 PUBLIC INPUT

Gregory Nickoli, Superintendent

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Board Policy Section 0164

## 10 CORRESPONDENCE

Gregory Nickoli, Superintendent

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## 11 REPORT ON 2023-2024 BOARD GOALS

Clay Frye, Director of Operations

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**Minutes:**

Director Frye reported as follows:

Students at Pioneer have met with administrative staff, school counselors and career development staff so they are aware of the various supports that are in place to assist in their success at Pioneer.

Pioneer students will be participating in numerous experiences that will provide an advantage and benefit for future success.

Exercise Science assisting Shelby schools with their fitness challenge project.

Medical students visiting local long term health care facilities for observation

Construction students participating in Contractor for a Day

She Dig event for girls in construction programs

Our new staff are passionate and dedicated to helping their students succeed. Chef Burke has had his students working hard- last week they made salsa, pizza dough, guacamole, ratatouille, and potato soup all from scratch while practicing knife skills.

Pioneer's Threat Assessment Team and CPI (Crisis Prevention Institute) Team have been trained and are in place to support students in need.

Part of our Teacher In-service Day professional development this Friday, 9/22, will have our lab, academic and administrative staff visiting local business and industry partners to see where our students work and what opportunities we have to continue our strong partnerships.

## 12 PRESENTATION

Clay Frye, Director of Operations

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Student Wellness Plan

## 13 LEGISLATIVE LIAISON REPORT

Mr. Mike Grady, Board Member

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## 14 SUPERINTENDENT'S REPORT

Gregory Nickoli, Superintendent

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### **Minutes:**

Superintendent Nickoli reported as follows:

I am asking that you approve two more Memorandums of Understanding with the Shelby City and Lexington Local School Districts for Career Coaching services. As at our August Board Meeting, we are entering into agreements to provide Career Coaching services with these Districts as a part of our Career Awareness Funding Plan. As a reminder, Career Coaches work with Junior and Senior students who chose not to come to Pioneer, where those services are offered as a part of our labs and by our own Career Coach to identify their post-secondary plans and, if it includes going directly into gainful employment, helping to connect them with a job.

I am recommending that you approve the attached resolution that adopting and recognizing structural changes to the Ohio Department of Education. In essence, this resolution will recognize the Department of Education and Workforce (DEW) in place of the Ohio Department of Education.

As Mrs. Schumacher reported, we are in the final stages of the of the closeout of the renovation project that was started many years ago. This has been a long process that was not without struggles but has been well worth the effort.

As is the practice of this Board to individually recognize donations valued in excess of \$5,000.00 I am asking that you recognize via a formal resolution, two donations to Pioneer.

First, Mr. Steve Court has donated a 2013 Town & Country Minivan valued at \$5,000.00 to the students of our Transportation Programs. Secondly, OhioHealth-Shelby generously donated a hospital bed valued at \$5,745 to our Medical Assisting Students. We wish to express our sincerest gratitude for their generosity.

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):

September 22 - Staff Professional Development Day

October 5 & 6 - RMC Manufacturing Days

October 5 & 12 - Parent-Teacher Conferences

October 13 - End of 1<sup>st</sup> Grading Period

OSBA Capital Conference - November 12<sup>th</sup>-14<sup>th</sup>

Kris Kowalski, 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. Our two teachers qualifying for Continuing Contracts are Maleesa Warner, our Lucas Family and Consumer Science Instructor and Melinda Meisse, our Early Childhood Education Instructor.

Additionally, I am asking that you approve the employment of Heath Robinson as our 1<sup>st</sup> shift custodian. Mr. Robinson comes to us from the Willard City Schools where he has worked for many years. We are pleased to have an experienced addition to our custodial staff.

Also, I am asking that you accept the resignation of Ms. Shelly Ackley, Language Arts Instructor. Ms Ackley is in her 35<sup>th</sup> year in education, over 20 of those as an outstanding instructor at Pioneer. We will begin a search to fill this position after the first of the year.

All other Items are normal for this time of year.

**Attachments:**

[Sept. 2023 Supt. Report.pdf](#)

## 15 PERSONNEL REPORT

Mr. Douglas Theaker, Board President

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

- Accept Retirement resignation of Certificated personnel.
- Approve Salary adjustments of Certificated personnel.
- Approve Continuing contracts of Certificated personnel.
- Approve Paternity leave of Certificated personnel.
- Approve Supplemental contracts of Certificated personnel.
- Approve Stipend contracts of Certificated personnel.
- Approve employment of Substitute Instructors.
- Approve employment of Classified personnel.
- Approve employment of Part-time Classified personnel.
- Approve employment of Substitute Classified personnel.
- Accept resignation of Adult Education personnel.
- Approve employment of Adult Education personnel.
- Approve employment of Student Worker

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Bill McFarland

**Seconded:** Mrs. Robyn Almanson

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		



Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[September 2023 Personnel Recommendations.pdf](#)

## 16 APPROVE MEMORANDUM OF UNDERSTANDING FOR CAREER COACH PROGRAMS AT DISTRICT SCHOOLS

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the attached Memorandum of Understandings be approved for the Career Coach Programs housed within our Partner School Districts.

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Bill McFarland

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[FY23 Career Coach MOU.Shelby.pdf](#)

[FY24 Career Coach MOU - Lexington.pdf](#)

## 17 ADOPT RESOLUTION 14-23 CHANGES PER AMENDED HB 33

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the adoption of Resolution 14-23 adopting the structural changes to the Ohio Department of Education per Amended Substitute HB 33.

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mrs. Robyn Almanson

**Seconded:** Mr. Spencer Shipman

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[Resolution 14-23 HB 33.pdf](#)

## 18 ADOPT RESOLUTIONS OF APPRECIATION FOR DONATIONS

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the Resolutions of Appreciation for the donations be approved as follows:

- Resolution 15-23 - donation of 2013 Chrysler Town and Country mini van from Steve Court
- Resolution 16-23 - donation of Adaptable Motorized Patient Hospital Bed from OhioHealth Hospital, Shelby

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Bill Hope

**Seconded:** Mr. Dennis Long

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		

Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[Resolution 16.23 OhioHealth donation.pdf](#)

[Resolution 15-23 donation.pdf](#)

## 19 ADOPT RESOLUTION TO APPROVE CERTIFICATE OF COMPLETION OF THE OHIO FACILITIES CONSTRUCTION COMMISSION PROJECT

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the resolution to approve the Certificate of Completion of the Ohio Facilities Construction Commission project be adopted.

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Dennis Long

**Seconded:** Mrs. Robyn Almanson

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[Resolution 17.23 completion of ofcc project.pdf](#)

[OFCC certificate of completion.pdf](#)

## 20 ADJOURN MEETING

Mr. Douglas Theaker, Board President

**Result:** Approved

**Motioned:** Mr. Dennis Long

**Seconded:** Mr. Spencer Shipman

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mrs. Morgan Jones, Board Member	X		
Mr. Dennis Long, Board Member	X		
Mr. Bill McFarland, Board Member	X		
Mr. Spencer Shipman, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		