

# Pioneer Career and Technology Center Board Meeting

Board Office Conference Room  
Monday, August 19, 2013  
7:00pm

Pioneer Career & Technology Center  
Board of Education Meeting

**Present:** Glenna Cannon, Superintendent; Becki Kimmel, Secretary, Board of Education; Mr. Tom Clutter, Board Member; Mrs. Mary Dixon, Board Member; Mr. Bill Hope, Board Member; Mr. Dennis Leader, Board Member; Mrs. JoAnn Nelson, Board Member; Mrs. Sandra Stone, Board Member; Mrs. Mary Jean Theaker, Board Member; Mr. Douglas Theaker, Board Vice President; Mr. Howard Koons, Board President; Jim Grubbs, Director of Business Affairs; Greg Nickoli, Director of Operations; Mr. Dennis Long, Board Member; Linda Schumacher, Treasurer; Darin Beal, EAP President

**Absent:** Mr. Thomas Showman, Board Member; Mary Lee Barr, Supervisor; Jim Calhoon, Supervisor; Martin Dzugan, Supervisor; Jason Fortman, Food Service Manager; Bob Hartwell, Technology Coordinator; Dena Kirby, Supervisor; Kris Kowalski, Assistant Director, High School; Mike Martin, Supervisor; Cindy Markley, Adult Education Site Coordinator

## 1 Roll Call

**Mr. Howard Koons, Board President**

### Minutes

#### Approved

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 2 Pledge to the Flag

**Mr. Howard Koons, Board President**

## 3 Moment of Silence

**Mr. Howard Koons, Board President**

## 4 Approval of Minutes

**Mr. Howard Koons, Board President**



[July 2013 Board Mtg. Minutes.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mr. Dennis Leader, Board Member

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member			X
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 5 Financial Report

**Linda Schumacher, Treasurer**

 [July Financial Report 2013.pdf](#)

 [July Monthly Adj 2013.pdf](#)

### Minutes

#### Approved

**Motioned:** Mrs. Mary Jean Theaker, Board Member

**Seconded:** Mr. Tom Clutter, Board Member

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 6 Recognition of Guests

**Mr. Howard Koons, Board President**

## 7 EAP Representative

**Darin Beal, EAP President**

## 8 Public Input

**Mr. Howard Koons, Board President**

Board Policy Manual Section 0164

## 9 Correspondence

**Mr. Howard Koons, Board President**

## 10 Legislative Liason Report

Mrs. Sandra Stone, Board Member

## 11 Superintendent's Report

Glenna Cannon, Superintendent



[August 2013 Superintendent s Report.pdf](#)

## 12 APPROVE PERSONNEL RECOMMENDATIONS

Mr. Howard Koons, Board President

Recommendation of Supeirntendent Glenna R. Cannon that the following personnel recommendations be approved:

- Approve stipends for Administrative personnel.
- Approve maternity leave of Certificated personnel.
- Approve employment of Certificated personnel.
- Approve conference period pay for Certificated personnel
- Approve supplemental contracts for Certificated personnel
- Approve unused personal leave pay for staff.
- Approve stipend contracts for Certificated personnel.
- Approve mileage for Certificated personnel.
- Approve Professional Development/New Technology Extended Service for Certificated personnel.
- Approve employment of Virtual Learning Academy Instructors.
- Approve employment of Substitute Instructors.
- Approve resignation of part-time Classified personnel.
- Approve employment of Classified personnel.
- Approve employment of part-time Classified personnel
- Approve supplemental contracts for Classified personnel.
- Approve Pioneer bus drivers.
- Approve employment of Adult Education instructor(s)
- Approve employment of substitute Classified personnel.
- Approve employment of student help.



[August 2013 Personnel Recommendations.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mrs. Mary Dixon, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member			X
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

### 13 ADOPT 2013-2014 BOARD OF EDUCATION GOALS

Mr. Howard Koons, Board President

 [2013-2014 Board Goals.pdf](#)

#### Minutes

##### Approved

**Motioned:** Mr. Dennis Leader, Board Member

**Seconded:** Mrs. JoAnn Nelson, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member			X
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

### 14 APPROVE PARTICIPATION IN NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM FOR THE 2013-2014 SCHOOL YEAR

Mr. Howard Koons, Board President

#### Minutes

##### Approved

**Motioned:** Mrs. Mary Dixon, Board Member

**Seconded:** Mrs. Sandra Stone, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member			X
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

### 15 ADOPT HANDBOOKS FOR THE 2013-2014 SCHOOL YEAR

Adopt Student Handbook; Employee Handbook; Student Handbook, Student Services Plan; Early Childhood Education Infant/Toddler Room Handbook; Early Childhood Education Preschool Handbook and Emergency Action Plan.

**Minutes**

**Approved**


**Motioned:** Mrs. Sandra Stone, Board Member

**Seconded:** Mrs. Mary Dixon, Board Member

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

**16 APPROVE SPARC COUNCIL/U-CAN ADVISOR AGREEMENT OF SERVICES CONTRACT**

**Mr. Howard Koons, Board President**

 [Pioneer SPARC Ucan agreement 2013.pdf](#)

**Minutes**

**Approved**

**Motioned:** Mr. Dennis Leader, Board Member

**Seconded:** Mrs. JoAnn Nelson, Board Member

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 17 APPROVE MED-CENTRAL WORKABLE AS MEDICAL FACILITY SITE FOR PHYSICALS FOR BUS AND VAN DRIVERS

Mr. Howard Koons, Board President

### Minutes

#### Approved

**Motioned:** Mrs. Mary Jean Theaker, Board Member

**Seconded:** Mrs. Mary Dixon, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 18 ADOPT RESOLUTION TO PARTICIPATE IN WORKERS' COMPENSATION GROUP RATING PROGRAM

Mr. Howard Koons, Board President

 [Resolution 11-13 Workers Comp Retro Plan.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mrs. Sandra Stone, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 19 ADOPT RESOLUTION OF APPROVAL OF CONTRACT WITH CITY OF SHELBY TO PROVIDE A RESOURCE OFFICER

Mr. Howard Koons, Board President



## Minutes

### Approved

**Motioned:** Mrs. Mary Jean Theaker, Board Member

**Seconded:** Mrs. Mary Dixon, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 20 APPROVE SCHEDULE OF POST-SECONDARY OPTION & DUAL ENROLLMENT CLASSES.

**Mr. Howard Koons, Board President**

Recommendation of Superintendent Glenna R. Cannon that approval be given for PSEO/Dual Enrollment classes as listed to be taught at Pioneer during the 2013-2014 school year:

- **DUAL ENROLMENT - Marion Technical College (MTC) - North Central State College (NCSC)**
  - **Medical Terminology/MTC**
  - **Computer Applications/MTC**
  - **Patient Health Issues/MTC**
  - **Private Security/NCSC**
  - **Pre-Calculus/NCSC**
  - **Calculus/NCSC**
  - **College NOW/Engineering**
  - **College NOW/Business Administration**
  - **Post Secondary Option**
    - **Sociology/MTC**
    - **Psychology/MTC**

## Minutes

### Approved

**Motioned:** Mrs. Sandra Stone, Board Member

**Seconded:** Mrs. Mary Jean Theaker, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		

Mr. Dennis Leader, Board Member	X
Mrs. JoAnn Nelson, Board Member	X
Mr. Thomas Showman, Board Member	
Mrs. Sandra Stone, Board Member	X
Mrs. Mary Jean Theaker, Board Member	X
Mr. Douglas Theaker, Board Vice President	X
Mr. Howard Koons, Board President	X
Mr. Dennis Long, Board Member	X

## 21 ADOPT PROFESSIONAL DEVELOPMENT AND MEETING DATES FOR 2013-2014 SCHOOL YEAR

Mr. Howard Koons, Board President



[PD Calendar 2013-2014.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mrs. Mary Dixon, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 22 ADOPT TEXTBOOKS

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon that the following textbooks/ebooks be adopted:

- CPCT Career Vantage Textbook ebook
- Essentials of Personal Training ebook
- CPT, Certified Phlebotomy Technician ebook
- CET, Certified EKG Technician ebook
- Core Curriculum/ Industrial Electricity
- Electrical Level 1/ Industrial Electricity

### Minutes

#### Approved

**Motioned:** Mr. Dennis Long, Board Member

**Seconded:** Mrs. Mary Dixon, Board Member



<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 23 APPROVE CHANGES TO JOB DESCRIPTION

**Mr. Howard Koons, Board President**

Recommendation of Superintendent Glenna R. Cannon the changes be approved to following job description:

- Receptionist - Administrative Center

 [Receptionist Admin Center job description.pdf](#)

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mr. Bill Hope, Board Member

<b>Voter</b>	<b>Yes</b>	<b>No</b>	<b>Abstaining</b>
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 24 ACCEPT DONATIONS

**Mr. Howard Koons, Board President**

Recommendation of Superintendent Glenna R. Cannon the the following donations be accepted:

- **Carrie Witwer, Sally's Beauty Supply**, 2291 Walker Lake Rd., Mansfield; generous donation of five hairstyle magazines with a value of \$40. These magazines will be used for educational purposes in our Cosmetology Career-Tech program.

## Minutes

### Approved

**Motioned:** Mrs. Mary Jean Theaker, Board Member

**Seconded:** Mr. Dennis Leader, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 25 APPROVE STUDENT PARTICIPATION IN COMPETITIVE EVENTS

**Mr. Howard Koons, Board President**

Recommendation of Superintendent Glenna R. Cannon that the following student participation in competitive events be approved:

**Ohio State Fair, July 23-26, 2013; Fairgrounds, Columbus**

**STUDENT:** Kayley Makeever. **CHAPERONE:** Kris Bruce, FCS Instructor, Crestline HS

**OATFACS Conference, August 5-6, 2013, Hilton at Easton, Columbus**

**STUDENT:** Kayley Makeever. **CHAPERONE:** Kris Bruce, FCS Instructor, Crestline HS

## Minutes

### Approved

**Motioned:** Mr. Tom Clutter, Board Member

**Seconded:** Mrs. Mary Dixon, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		

Mr. Howard Koons, Board President	X
Mr. Dennis Long, Board Member	X

## 26 APPROVE OHIO PRINCIPAL'S EVALUATION SYSTEM FOR EVALUATION OF ADMINISTRATION

**Mr. Howard Koons, Board President**

Recommendation of Superintendent Glenna R. Cannon that the state model for Ohio Principal's Evaluation System (OPES) be followed for the evaluation of Administration.

### Minutes

#### Approved

**Motioned:** Mrs. Sandra Stone, Board Member

**Seconded:** Mrs. JoAnn Nelson, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		

## 27 APPROVE EVALUATOR FOR OHIO PRINCIPAL'S EVALUATION SYSTEM (OPES)

**Mr. Howard Koons, Board President**

Re commendation of Superintendent Glenna R. Cannon that the following administrators be approved as evaluators for the Ohio Principal's Evaluation System (OPES): Glenna R. Cannon & Greg Nickoli

### Minutes

#### Approved

**Motioned:** Mrs. Mary Dixon, Board Member

**Seconded:** Mr. Douglas Theaker, Board Vice President

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		

Mrs. Mary Jean Theaker, Board Member	X
Mr. Douglas Theaker, Board Vice President	X
Mr. Howard Koons, Board President	X
Mr. Dennis Long, Board Member	X

## 28 ADJOURN MEETING

**Mr. Howard Koons, Board President**

### Minutes

#### Approved

**Motioned:** Mr. Douglas Theaker, Board Vice President

**Seconded:** Mr. Bill Hope, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member	X		
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member			
Mrs. Sandra Stone, Board Member	X		
Mrs. Mary Jean Theaker, Board Member	X		
Mr. Douglas Theaker, Board Vice President	X		
Mr. Howard Koons, Board President	X		
Mr. Dennis Long, Board Member	X		