

Pioneer Career and Technology Center

Board Meeting

Board Office Conference Room
Monday, September 16, 2013
7:00pm

Pioneer Career and Technology Center
TOUR of Building - 6:15 pm - Meet at Board Office
Board Meeting
Monday, September 16, 2013
7:00 PM

Present: Glenna Cannon, Superintendent; Becki Kimmel, Secretary, Board of Education; Mr. Tom Clutter, Board Member; Mrs. Mary Dixon, Board Member; Mr. Dennis Leader, Board Member; Mrs. JoAnn Nelson, Board Member; Mr. Thomas Showman, 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; Kris Kowalski, Assistant Director, High School; Greg Nickoli, Director of Operations; Mr. Dennis Long, Board Member; Linda Schumacher, Treasurer

Absent: Mr. Bill Hope, Board Member; Mary Lee Barr, Supervisor; Jim Calhoon, Supervisor; Martin Dzugan, Supervisor; Jason Fortman, Food Service Manager; Dena Kirby, Supervisor; Mike Martin, Supervisor; Cindy Markley, Adult Education Site Coordinator; Darin Beal, EAP President

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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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



[August Board Minutes.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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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



[August Financial Report 2013.pdf](#) (private)

Minutes

Approved

Motioned: Mr. Dennis Leader, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 Student Achievement Report

Mrs. Mary Jean Theaker, Board Member



11 Legislative Liason Report

Mrs. Sandra Stone, Board Member

12 Superintendent's Report

Glenna Cannon, Superintendent



[Superintendent s Report - Sept. 2013.pdf](#)

13 APPROVE FINAL FY14 APPROPRIATIONS

Linda Schumacher, Treasurer



[FISCAL YEAR 2013.14 Appropriations.pdf](#)

Minutes

Approved

Motioned: Mr. Dennis Leader, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 PERSONNEL RECOMMENDATIONS

Mr. Howard Koons, Board President

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

- Approve salary adjustments for certificated personnel.
- Approve continuing contracts of certificated personnel
- Approve supplemental contracts for certificated personnel
- Approve stipend contracts for certificated personnel
- Approve employment of substitute instructors
- Approve employment of part-time classified staff.
- Approve employment of substitute part-time classified staff.
- Approve Adult Education instructors.
- Approve employment of substitute student workers



[September 2013 personnel report.pdf](#)

Minutes

Approved

Motioned: Mrs. Sandra Stone, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE REVISIONS TO JOB DESCRIPTIONS

Mr. Howard Koons, Board President

 [sept 2013 revisions to job descriptions.pdf](#)

Minutes

Approved

Motioned: Mr. Douglas Theaker, Board Vice President

Seconded: Mr. Tom Clutter, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 ADOPT ADULT EDUCATION HANDBOOK

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon that the Adult Education handbook be adopted.

Minutes

Approved

Motioned: Mrs. Mary Dixon, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 ADOPT STUDENT ACTIVITY FUND PURPOSES AND BUDGETS.

Mr. Howard Koons, Board President

 [resolution 13-13 student activity accounts.pdf](#)

Minutes

Approved


Motioned: Mr. Dennis Leader, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE ACTIVITY REIMBURSEMENT SCHEDULE FOR CLUB ADVISORS FOR 2013-2014

Mr. Howard Koons, Board President

 [sept 2013 club advisor stipend.pdf](#)

Minutes

Approved


Motioned: Mr. Douglas Theaker, Board Vice President

Seconded: Mr. Tom Clutter, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE TRAVEL ALLOWANCE FOR CLUB ADVISORS.

Mr. Howard Koons, Board President

 [sept 2013 club advisor mileage.pdf](#)

Minutes

Approved

Motioned: Mrs. Mary Jean Theaker, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 ADJUNCT INSTRUCTORS FOR PERFORMING ARTS PROGRAM

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon that the following Adjunct Instructors be approved for the Performing Arts Program:

- Kayla Rounsevell
- Jennifer Latham

Minutes

Approved

Motioned: Mrs. Mary Dixon, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE RENTAL FEE SCHEDULE FOR BUILDING USE

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon the the attached Rental Fee Schedule be approved for use of Pioneer's building.



[Rental Fee Schedule - Building Use.pdf](#)

Minutes

Approved

Motioned: Mr. Thomas Showman, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE PROGRAM NAME CHANGE AND ADDITION

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon that the following name changes and

Generated on September 26, 2013 2:46pm

additions be approved:

- Homeland Security (additional section to Criminal Justice)
- Change of Medical Dental TO Dental Assisting

Minutes

Approved

Motioned: Mrs. Sandra Stone, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 ACCEPT DONATIONS

Mr. Howard Koons, Board President

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

- Ann Downs, MHS Industrial Supply, 70 N. Foster St., Mansfield; generous donation of 24" Dial Calipers with an estimated value of \$200 to be used for educational training in our Precision Machining Technologies class.
- Target, P.O. Box 59214, Minneapolis, MN 55459-0214; generous monetary donation of \$104.34 from the Take charge of Education fund; to be deposited into the Principal's fund for payment of student activities.

Minutes

Approved

Motioned: Mrs. Mary Jean Theaker, Board Member

Seconded: Mr. Tom Clutter, Board Member

Voter	Yes	No	Abstaining
Mr. Tom Clutter, Board Member	X		
Mrs. Mary Dixon, Board Member	X		
Mr. Bill Hope, Board Member			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 APPROVE STUDENT PARTICIPATION IN COMPETITIVE EVENTS

Mr. Howard Koons, Board President

 [STUDENT PARTICIPATION SEPT 2013.pdf](#)

Minutes

Approved

Motioned: Mr. Tom Clutter, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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 ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL

Mr. Howard Koons, Board President

Recommendation of Superintendent Glenna R. Cannon that we enter into Executive Session for the purpose of discussion of personnel.

Minutes

Entered into Executive Session at: 8:09 pm

Douglas Theaker moved to exit Executive Session; seconded by Mary Dixon. VOTE: YEAS: D. Theaker, Dixon, Clutter, Koons, Leader, Long, Nelson, Showman, Stone, M. Theaker.

NAYS; none. Motion carried.

Returned to Regular Session at: 8:19 pm

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			

Mr. Dennis Leader, Board Member	X
Mrs. JoAnn Nelson, Board Member	X
Mr. Thomas Showman, Board Member	X
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 ADJOURN MEETING

Mr. Howard Koons, Board President

Minutes

Approved

Motioned: Mr. Dennis Leader, 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			
Mr. Dennis Leader, Board Member	X		
Mrs. JoAnn Nelson, Board Member	X		
Mr. Thomas Showman, Board Member	X		
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		