

# July 2023 Regular Board of Education Meeting

## Pioneer Career and Technology Center Board of Education Meeting

Pioneer CTC Board of Education Conference Room

Wednesday, July 12, 2023

6:00pm

**Present:** Mrs. Robyn Almanson, Board Member; Mr. Mike Grady, 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. Royden Smith, Board Member; Mrs. Erin Stine, 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; Jolene Young, Asst. Director, High School; Colton Penwell, EAP President

### 1 ROLL CALL

Mr. Douglas Theaker, Board President

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Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, 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 discussions. Sent to Vote.

**Result:** Approved

**Motioned:** Mr. Mike Grady

**Seconded:** Mrs. Robyn Almanson

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

#### 4.1 Approve June 19, 2023 Board of Education Meeting Minutes

Mr. Douglas Theaker, Board President

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**Attachments:**

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

#### 4.2 Adopt Handbooks for the 2023-2024 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following handbooks be approved for the 2023-2024 school year:

- Student Handbook
- Employee Handbook
- Student Services Plan
- Preschool Parent Handbook
- ECE Infant & Toddler Room Handbook
- Adult Education Staff Handbook
- Adult Education Student Handbook

**Attachments:**

[Student Services Plan 23.24.pdf](#)

[Preschool Handbook copy for 2023 2024.pdf](#)

[Infant.Toddler room handbook 23.24.pdf](#)

[Preschool handbook changes 23.24.pdf](#)

[Adult Ed Faculty Handbook.pdf](#)  
[Adult Ed Student Handbook.pdf](#)  
[Student Handbook 2023.24.pdf](#)  
[Employee Handbook 23-24 Final Copy 2 .pdf](#)

#### 4.3 Approve Contracted Services for 2023-2024 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the contracted services for the 2023-2024 school year be approved as follows:

- **Adjunct Instructors for the Performing Arts Program** - David Crane, Dauphne Maloney, Aaron Nicolas and Lori Turner.
- **Social Worker / Mental Health Counseling** - Dr. Michael Patton

#### 4.4 Approve Agreement with SPARC Council Career Coach Services

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the agreement with Mid-Ohio Educational Service Center (MOESC) SPARC Council for Career Coaches for 2023-2024 be approved.

**Attachments:**

[SPARC agreement 2023.24.pdf](#)

#### 4.5 Approve College Credit Plus (CCP) Courses for 2023-2024 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the College-Credit Plus (CCP) course be approved for the 2023-2024 school year.

**Attachments:**

[CCP courses 2023.24.pdf](#)

#### 4.6 Approve Course Curriculum for 2023-2024 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following course curriculums be approved commencing with the 2023-2024 school year:

- American Government for 1/2 credit
- Financial Literacy for 1/2 credit
- Economics & Financial Literacy for 1/2 credit

**Attachments:**

[Am. Government Curriculum.pdf](#)

[Fin.Literacy Curriculum.pdf](#)

[Econ.Fin.Literacy Curriculum.pdf](#)

#### 4.7 Approve Career Awareness Use of Funds Plan

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the Career Awareness Use of Funds Plan

be approved.

**Attachments:**

[Career Awareness Use of Funds Plan.pdf](#)

#### 4.8 Approve Marketing Agreement with Source Brand Solutions for 2023-2024

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the advertising agreement with Source Brand Solutions for the 2023-2024 school year be approved.

**Attachments:**

[Source Brands marketing agreement.pdf](#)

#### 4.9 Approve Avita Health Systems as Medical Facility Site for Physicals for Bus and Van Drivers

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the Avita Health Systems be approved for the Medical Facility for physicals for bus and van drivers for the 2023-2024 school year.

#### 4.10 Approve Cost of Cafeteria Breakfast, Lunch and Milk Prices for 2023-2024 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following Cafeteria breakfast and lunch costs for the 2023-2024 school year be approved:

- Breakfast - \$1.25
- Reduced Breakfast - \$0.30
- Lunch - \$3.00
- Reduced Lunch - \$0.40
- Adult Lunch - \$4.00
- Milk purchased outside of lunch - \$0.50

#### 4.11 Approve Revisions to Policy and Administrative Guidelines

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the following revisions to Policies and Administrative guidelines be approved:

- REVISIONS TO
  - AG 5500 - Student Conduct in School
  - PO 0131.1 - Technical Corrections
  - PO 1615 - Tobacco Use Prevention - (Administration)
  - PO 2271 - College Credit Plus Program
  - PO 2412 - Homebound Instruction Program
  - PO 3215 - Tobacco Use Prevention (Professional Staff)

- PO 4215 - Tobacco Use Prevention (Classified Staff)
- PO 5310 - Health Services
- PO 5512 - Tobacco Use Prevention (Students)
- PO 5610 - Removal, Suspension, Expulsion and Permanent Exclusion of Students
- PO 7434 - Tobacco Use Prevention (On School Premises)
- PO 7540 - Technology
- PO 7540.01 - Technology Privacy
- PO 7540.02 - Web Accessibility, Content, Apps and Services
- PO 7540.03 - Student Technology Acceptable Use and Safety
- PO 7540.04 - Staff Technology Acceptable Use and Safety
- PO 8300 - Continuity of Organizational Operations Plan
- PO 8305 - Information Security
- PO 8315 - Information Management
- PO 8390 - Animals on District Property
- PO 9160 - Public Attendance at School Events
- PO 9700.01 - Advertising and Commercial Activities
- **RESCIND POLICY**
  - PO 3120.09 - Volunteers
  - PO 4120.09 - Volunteers
- **REPLACEMENT POLICY**
  - PO 3120 - Volunteers

**Attachments:**

[Policy UPdate.July 2023.pdf](#)

#### 4.12 Approve Revisions to Hourly Pay Schedule

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that revisions be made to the hourly pay schedule for employees not covered by the Master Agreement.

**Attachments:**

[Hourly Pay Schedule update July 2023.pdf](#)

#### 4.13 Accept Donations

Mr. Douglas Theaker, Board President

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

- **Dawn Wright-Smith, Blackbaud Giving Fund, Charleston, SC:** generous monetary donation of \$60 to the Pioneer Alumni Endowment fund. This fund is used for annual student scholarships.

## 5 FINANCIAL REPORT

Linda Schumacher, Treasurer

### Minutes:

Treasurer Schumacher reported as follows:

Busy times in fiscal offices. We went to close the PNC bank accounts and they told us they had to process a request to close the Sweep Account. I called a few days later to find out where they were in this process and they had not heard anything from the main office, but said we could come over and take a withdrawal to 0 the balance and then when the authorization was complete we could just close the account. That is what we did. We went back to Willard and they wrote Pioneer a check to zero out the balance. Then 2 days later, they credited interest and charge us a fee for closing the account. Therefore, there is a small balance still in PNC. I received an email Monday that said the account was approved for closure. I will go tomorrow and, hopefully, get these closed for good.

SWSF fund 467 is spent as you can see by the zero balance. We will now be spending SWSF monies out of the General Fund as we receive foundation payments.

GEER is either spent or encumbered. We should have the final spending finished in July.

I have heard from the OFCC concerning the closeout. I received the Closeout Calculator and told Greg I guess we get to keep the entire lawsuit settlement because they didn't include it in the closeout. About an hour later I received another email stating that she didn't realize there was a lawsuit involved in the closeout and she would process the calculations again and send it to me. It looks as though we are finally going to get this project closed.

Year-end shows our General Fund balance grew by \$1.85M. This is about \$400,000 more than the forecast. We ended up using a total of \$415,000 for GEER and SWSF monies, which means we were only about \$15,000 different from the General Fund forecast. Those funds will no longer exist going forward so everything will revert back to General Fund expenses.

We have lots of Journal entries for year-end for your approval.

Please take a look at the year-end financial statements and let me know if you have any questions or concerns and we can discuss them in the August meeting.

We can now begin working on the GAAP conversion and then move on to the audit. I have requested that Julian & Grube have the audit completed and posted before I leave in December.

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mrs. Mary Jean Theaker

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[June Financial Statements.pdf](#)

## 6 RECOGNITION OF GUESTS

Gregory Nickoli, Superintendent

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**Minutes:**

None

## 7 EAP REPRESENTATIVE

Sandy Grau, EAP President

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**Minutes:**

None

## 8 PUBLIC INPUT

Gregory Nickoli, Superintendent

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Board Policy Section 0164

**Minutes:**

None

## 9 CORRESPONDENCE

Gregory Nickoli, Superintendent

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**Minutes:**

None

## 10 LEGISLATIVE LIAISON REPORT

Mr. Mike Grady, Board Member

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**Minutes:**

None

## 11 SUPERINTENDENT'S REPORT

Gregory Nickoli, Superintendent

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**Minutes:**

Superintendent Nickoli reported as follows:

Our staff has been working diligently getting the building ready for the 2023-2024 school year. Mr. Kowalski has been especially pleased with the summer custodial staff. They have all been working very hard and are ahead of schedule. We always set a goal to be ready for Welcome Week which is August 8-11.

I am recommending that you allow us to enter into an agreement for consulting services that will allow us to proceed with the beginning steps of starting an LPN program for both our high school and adult education programs. Working with the Ohio Board of Nursing at this level is unfamiliar to our staff and I believe this will help us facilitate and expedite the process so that we can meet our goal of starting the program for the 2024-2025 school year.

Doug Theaker, Board President, has asked me to place this on the agenda. You will nominate a delegate and alternate for the OSBA Conference November 12–14 at the Greater Columbus Convention Center. We will be passing around a sign-up sheet for hotel reservations at the August Board meeting. Reservations are on a first-come, first-served basis so it will be very important that we know if you want us to make hotel reservations. Any cancellations result in a \$100 cancellation fee.

I'd like to invite you to our Annual Board Goal Setting session for the 2023-2024 academic year. It will be conducted the morning of August 4th from 9:00am until Noon at The Vault Restaurant here in Shelby. We will be following the same format as last year where you heard presentations by our Strategic Planning Team Leaders. We look forward to Board Members joining the Administrative Team as we set the direction for Pioneer for the coming school year.

I am pleased to recommend the employment of Brittany Van Dine as an Educational Aide. She comes to us from the Discovery School in Mansfield where she was an outstanding preschool educator. She did an outstanding job throughout the hiring process and we are excited to have her join Pioneer.

All other personnel items are normal for this time of the year.

**Attachments:**

[July 2023 Supt Report.pdf](#)

## 12 PERSONNEL REPORT

Mr. Douglas Theaker, Board President

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

- Approve employment of Certificated personnel.
- Approve mileage allowance for Certificated personnel.
- Approve stipend contracts for Certificated personnel.
- Approve Career Coaches for 2023-2024 School Year
- Approve employment of Substitute Instructors.
- Accept resignation of Part-time Classified personnel.
- Approve employment of Classified personnel.
- Approve employment of Substitute Classified personnel.
- Approve employment of Student Workers for 2023-2024.

**Minutes:**

No questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Mike Grady

**Seconded:** Mrs. Robyn Almanson

Voter	Yes	No	Abstaining
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Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[July 2023 Personnel Recommendations.pdf](#)

## 13 APPROVE CONSULTING AGREEMENT WITH LEARN & HOSTETLER LLC

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the Consulting Agreement with Learn & Hostetler LLC be approved for consultation and instruction in regard to compliance with Chapter 4723-5 of the Ohio Administrative Code (OAC) and related issued including preparaton for submission of a proposal for new pratical nursing program.

**Minutes:**

Mr. Smith asked if the amount might go up in the future and Superintendent Nickoli replied that it would not.  
No more questions or discussion. Sent to vote.

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		

Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[Learn Hostetler LLC Consulting Agreement.pdf](#)

## 14 NOMINATE OFFICIAL DELEGATE AND ALTERNATE TO ANNUAL OSBA BUSINESS MEETING

Mr. Douglas Theaker, Board President

\_\_\_\_\_ moved; seconded by \_\_\_\_\_; that \_\_\_\_\_ and \_\_\_\_\_ be elected as official delegate and alternate respectively from the Pioneer Career and Technology Center Board of Education to the 2023 OSBA Annual Business Meeting and Conference to be held in Columbus, OH November 12-14, 2023 and that expenses be approved according to Section 3315.15 ORC and the Board adopted policy.

**Minutes:**

Royden Smith moved that Mike Grady and Bill Hope be elected and as official delegate and alternate respectively from the Pioneer Career and Technology Center Board of Education for the 2023 OSBA Annual Business Meeting. Seconded by Dennis Long.

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mr. Dennis Long

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

## 15 ENTER INTO EXECUTIVE SESSION TO CONSIDER THE EMPLOYMENT OF A PUBLIC EMPLOYEE OR OFFICIAL.

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that we enter into Executive Session to consider the employment of a public employee or official..

**Minutes:**

Dennis Long moved; seconded by Bill Hope to enter into Executive Session at 6:25 pm.

Dennis Long moved, seconded by Spencer Shipman to return to Regular Session at 7:39 pm.

**Result:** Approved

**Motioned:** Mr. Dennis Long

**Seconded:** Mr. Bill Hope

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

## 16 ADJOURN MEETING

Mr. Douglas Theaker, Board President

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mr. Spencer Shipman

Voter	Yes	No	Abstaining
Mrs. Robyn Almanson, Board Member	X		
Mr. Mike Grady, 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. Royden Smith, Board Member	X		

Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		