

# July 2024 Regular Board of Education Meeting

## Pioneer Career and Technology Center Board of Education Meeting

Pioneer CTC Board of Education Conference Room

Monday, July 15, 2024

6:00pm

**Present:** Gavyn Bazley, Treasurer; Mr. Ben Blubaugh, Board Member; Mrs. Robyn Almanson, Board Member; Mr. Bill Hope, Board Member; Mrs. Morgan Jones, Board Member; Mr. Dennis Long, Board Member; Mr. Royden Smith, Board Member; Mr. Douglas Theaker, Board President; Mrs. Mary Jean Theaker, Board Member; Gregory Nickoli, Superintendent; Kowalski Kris, Director of Business Affairs

**Absent:** Sandy Grau, EAP President; Mr. Mike Grady, Board Member; Mr. Bill McFarland, Board Member; Mrs. Erin Stine, Board Member; Clay Frye, Director of Operations; Jolene Young, Asst. Director, High School

### 1 ROLL CALL

Mr. Douglas Theaker, Board President

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Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. 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 discussion - Moved to vote

**Result:** Approved

**Motioned:** Mr. Bill Hope

**Seconded:** Mr. Dennis Long

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

#### 4.1 Approve June 17th 2024 Board of Education Meeting Minutes

Mr. Douglas Theaker, Board President

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**Result:** Approved

**Attachments:**

[06-June Regular Board Meeting Minutes.pdf](#)

#### 4.2 Adopt Handbooks for the 2024-2025 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 2024-2025 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
- Adult Education Practical Nursing Program Faculty Policies and Procedures
- Adult Education Practical Nursing Program Student Handbook

**Result:** Approved

**Attachments:**

[Student Handbook 2024-2025.docx.pdf](#)

[ADE PNP Faculty Policies Procedures.pdf](#)

[ADE PNP Student Handbook.pdf](#)

[ADE Faculty Handbook.pdf](#)

[ADE Student Handbook.pdf](#)

[Employee Handbook 24-25.pdf](#)  
[Student Services Plan 24-25.pdf](#)  
[Infant and Toddler Handbook 2024-25.pdf](#)  
[Preschool Handbook 2024-25.pdf](#)  
[Handbook changes Preschool and Childcare.pdf](#)

#### 4.3 Approve Contracted Services for 2024-2025 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the contracted services for the 2024-2025 school year be approved as follows:

- Adjunct Instructors for the Performing Arts Program - David Crane, Dauphne Maloney, Lori Turner, Nick Ulery, Ethan Kerschner, Taylor Eagle

**Result:** Approved

#### 4.4 Approve Marketing Agreements

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the attached advertising agreements with Lind Media, Richland Source, and Mid-State Multimedia Group be approved for the 2024-2025 school year.

**Result:** Approved

**Attachments:**

[Lind Agreement.pdf](#)  
[Mid-State Multimedia Group.pdf](#)  
[Richland Source.pdf](#)

#### 4.5 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 as the Medical Facility for physicals for bus and van drivers for the 2024-2025 school year.

**Result:** Approved

#### 4.6 Approve Addition to Local Professional Development Committee

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that Lynette Moritz be added to the LPDC Committee beginning July 1, 2024 through June 30, 2027 with the same terms approved at the June Board Meeting.

**Result:** Approved

#### 4.7 Approve Updated Field Technician Job Description

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the attached updated job description for a Field Technician be approved.

**Result:** Approved

**Attachments:**

[Field Tech Job Description.pdf](#)

#### 4.8 Approve Agreement with Mid-Ohio Educational Service Center

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the agreement with MOESC for Preschool Developmental Screening services and English Language Learner services, as needed.

**Result:** Approved

**Attachments:**

[2024-2025 Service Agreement - ESL Tutor Preschool Itinerant Developmental Screenings.pdf](#)

#### 4.9 Approve Online Learning Plan for 2024-25 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the attached Online Learning Plan be approved for the 2024-2025 school year.

**Result:** Approved

**Attachments:**

[Online Learning Day Plan.pdf](#)

#### 4.10 Approve College Credit Plus (CCP) Courses for 2024-2025 School Year

Mr. Douglas Theaker, Board President

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Recommendation of Superintendent Gregory D. Nickoli that the attached College credit Plus (CCP) courses be approved for the 2024-2025 school year.

**Result:** Approved

**Attachments:**

[Pioneer CCP Listing 2024-2025.pdf](#)

#### 4.11 Approve Cost of Cafeteria Breakfast, Lunch and Milk Prices for 2024-2025 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

**Result:** Approved

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

Mr. Douglas Theaker, Board President

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

**Result:** Approved

**Attachments:**

- [Buckeye Central.pdf](#)
- [Bucyrus.pdf](#)
- [Colonel Crawford.pdf](#)
- [Clear Fork.pdf](#)
- [Crestline.pdf](#)
- [Crestview.pdf](#)
- [Lucas.pdf](#)
- [Lexington.pdf](#)
- [Galion.pdf](#)
- [Northmor.pdf](#)
- [Ontario.pdf](#)
- [Plymouth.pdf](#)
- [Shelby.pdf](#)
- [Willard.pdf](#)
- [Wynford.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:

- American Red Cross; generous monetary donation of \$500 for participation in the High School Scholarship Program to be deposited and used for annual student scholarships.
- Dawn Wright-Smith, Blackbaud Giving Fund, Charleston, SC: generous monetary donation of \$15 to the Pioneer Alumni Endowment fund. This fund is used for annual student scholarships.

**Result:** Approved

## 5 FINANCIAL REPORT

Gavyn Bazley, Treasurer

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**Minutes:**

Treasurer Bazley reported as follows:

These are busy times in the fiscal office. We always get asked the question “You still have to work in the summer?” and it’s funny sometimes to see people’s reactions when I respond and not only tell them yes, but that it is actually our busiest couple of months. We have closed the book on Fiscal Year 24 and have transitioned to operating in Fiscal Year 25. I’d like to close the Park National OSFC State Share money market

account and transfer that balance to the regular Park National Money Market account. We had to keep the OSFC funds separate until that project was completely closed out which it is at this point, I don't think there is a reason to have two money markets within Park National opened.

Interest continues to pay well and it's a good time to carry a balance. I know in one of my previous reports we talked about rate cuts and experiencing a couple this year, the newest report is on average Fed members expect one rate cut by year-end , with federal funds rate declining to 5.1% which is up from the 4.6% they indicated in March when they anticipated three rate cuts in this current year.

We did not advance monies to the ECE or Perkins grant, we let those accounts be in the negative and put a PCR in place on the last business day of the month to show auditors we were actively trying to collect on those accounts, which we are permitted to do. We transferred \$139,039.86 from the general fund to the Adult Ed fund to cover their account balance and outstanding Purchase Orders to make the 012 account zero at the end of the fiscal year. We'll receive the remaining \$4,960,031.25 for the OFCC Career Tech Expansion grant after we have accepted and approved a bid for the renovation and construction of the labs, which we will hopefully have for your approval next month.

The ARP Homeless Grant we used for the Ready Room and sharing closet is almost all spent. There's about \$2,200 remaining that is encumbered and we'll hopefully have that completely expended soon.

Year-end shows our General Fund balance grew by \$3.8M which resulted in our May forecast ending cash balance being 98% accurate. The revenues were higher by about \$86,000 overall and the expenses were \$322,070 less than forecasted (\$59,000 were advances initially forecasted that we did not process). The next forecast we'll bring for your approval will be this November.

We have a handful 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, or my office is always open to answer any questions you may have.

We will now shift focus to compiling the GAAP conversion and then move on to the Audit. I know Linda requested last year to have those completed and posted earlier than normal due to her retirement, I don't expect them to be done as soon this year, I wasn't going to request them to get them completed on an earlier timeline this year.

**Result:** Approved

**Motioned:** Mr. Bill Hope

**Seconded:** Mr. Royden Smith

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[June 24 Financial Report.pdf](#)

## 6 RECOGNITION OF GUESTS

Gregory Nickoli, Superintendent

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**Minutes:**

Kris Kowalski was the only guest

## 7 EAP REPRESENTATIVE

Sandy Grau, EAP President

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**Minutes:**

No EAP Representative

## 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:**

Mr. Grady was absent, but the Board discussed regional meetings that STRS of Ohio would be hosting and Mansfield will be hosting one on August 1st. The date is the only information available at this time, a time and place was not yet sent out.

## 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 right on schedule. Additionally, we are doing some blacktop repair in our parking lots and have added a gravel lot for additional student parking and as a location to move our storage trailers and Pioneer owned vehicles used for student training. Finally, we are currently in the middle of completing the transition of our Industrial Electricity Lab into an Auto Tech Level One lab as part of our OFCC Expansion Project. We always set a goal to be ready

for Welcome Week which is August 5-7 and it looks like we will meet that target.

I am recommending that approve an MOU with the Adult Education Divisions of Lorain County Joint Vocational School, Ashland County-West Holmes Career Center, Medina County Career Center and the Sandusky City Schools. We will administer the Ohio Postsecondary Carl D. Perkins Grant for the consortium. This agreement will generate a small amount of additional work for our staff but will also generate a small amount of additional funding for our Adult Education Division (5% of the allocated amount for each consortium member).

As I mentioned at our June Board Meeting, I am asking that you approve a new position at Pioneer. We would like to hire a full-time Licensed Social Worker to serve the social and emotional needs of our students. The position will provide more comprehensive and consistent services for our students. As a reminder, funding for this position will come from discontinuing contracted services with local agencies which we have provided for many, many years.

I am recommending that you approve the payment of Science of Reading Stipends mandated by HB33. Stipends are paid upon completion of ODEW created modules which take 7-21 hours to complete. Mr. Bazley has created a payment schedule for staff members submitting completion certificates to the Board Office. All teachers in Ohio must have the appropriate module completed by June 30, 2025.

President Theaker has asked me to place this on the agenda. He is asking that you nominate a delegate and alternate for the OSBA Conference November 10–12 at the Greater Columbus Convention Center. Last Fall, Mr. Grady served as the Delegate and Mr. Hope was our alternate. Also, 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.

At a Board Meeting earlier this Spring there was some discussion regarding barriers to increased enrollment. I mentioned that one of our largest concerns was the seating capacity of our cafeteria. As a result, Mr. Bazley, Mr. Kowalski, Mr. Frye and I met with an architect last week to discuss the possibility of commissioning a feasibility/cost study for a cafeteria expansion. It was shared with us that the fee for such a study would be approximately \$25,000. This doesn't require Board action but I want to make you aware that, unless there are objections, we will move forward with this initial step.

Additionally, we are on schedule to bring a successful bid for the Career-Tech Expansion Project to the Board at its Regular August Meeting. We are meeting with representatives from Fanning-Howey and the Board's Construction Attorney on Wednesday to review the Bid documents. We'll then publicly advertise for the project and Mr. Bazely will open all submitted, sealed bids after 3:00pm on August 12. The bids will be reviewed and the successful bid will be brought to the Board for approval at the August 19 Regular Board Meeting.

I'd like to invite you to our Annual Board Goal Setting session for the 2024-2025 academic year. It will be conducted the morning of August 2nd from 8:00am until Noon in the Community Room here at Pioneer. This year's format will include a wrap-up of from our Action Teams that have been working on our Strategic Objectives for the past two years as well as an introduction and goal writing for our new Strategic Objectives that are a part of 5 year Strategic Plan. We look forward to Board Members joining the Administrative Team as we set the direction for Pioneer for the coming school year.

#### **Important Calendar Items**

- August 2 - Board Goal Setting Session 8:00am
- August 5-7 - Welcome Week
- August 15 - New Staff Orientation Day
- August 16 - New Staff Professional Development Day
- August 19 - Returning Teacher Day
- August 20 - First Day of School for Juniors
- August 21 - First Day of School for Seniors

I am pleased to recommend the employment of Darien Payne as the Engineering Technology Instructor at Crestline High School. He comes to us from Newman Technology where he served as an engineer. Prior to that he worked for Pepperidge Farms in Willard and is also a graduate of the Engineering Design Program here at Pioneer. He did an outstanding job throughout the hiring process and we are excited to have him join Pioneer.

I also want to remind you that we have yet to find a Cybersecurity Instructor. While we are still actively searching, we have a plan to serve students should we not locate a candidate by the start of the school

year.

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

**Attachments:**

[Superintendent s Report - July 2024.pdf](#)

## 12 PERSONNEL REPORT

Mr. Douglas Theaker, Board President

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

- Approve salary move across for Administrative personnel
- Approve employment of Certificated personnel
- Approve Certificated sequence of contracts update
- Approve supplemental contract for Certificated personnel
- Approve stipend contract for Certificated personnel
- Approve employment of Substitute Instructors
- Approve Career Coaches for 2024-2025 school year
- Approve employment of Substitute Classified personnel
- Approve employment of Adult Education Certificated personnel
- Approve employment of Adult Education Classified personnel

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mrs. Robyn Almanson

**Seconded:** Mrs. Morgan Jones

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[07-2024 Personnel Recommendations.pdf](#)

## 13 APPROVE MOU WITH JVS AND CAREER CENTERS ADULT EDUCATION PROGRAMS

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the attached Memorandum of Understanding be approved.

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mrs. Morgan Jones

**Seconded:** Mr. Dennis Long

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[ADE MOU.pdf](#)

## 14 APPROVE JOB DESCRIPTION FOR LICENSED SOCIAL WORKER

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli that the attached job description for a Licensed Social Worker be approved.

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mrs. Robyn Almanson

**Seconded:** Mrs. Mary Jean Theaker

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

**Attachments:**

[Licensed Social Worker.pdf](#)

## 15 AUTHORIZE TREASURER TO PAY SCIENCE OF READING STIPENDS

Mr. Douglas Theaker, Board President

Recommendation of Superintendent Gregory D. Nickoli to authorize the Treasurer to pay the Science of Reading Stipends of \$1,200 or \$400 according to the requirements set forth by House Bill 33, the state operating budget.

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mrs. Morgan Jones

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

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

Mr. Douglas Theaker, Board President

Bill Hope moved; seconded by Royden Smith; that Mike Grady and Ben Blubaugh be elected as official delegate and alternate respectively from the Pioneer Career and Technology Center Board of Education to the 2024 OSBA Annual Business Meeting and Convergence to be held in Columbus, OH November 10-12, 2024 and that expenses be approved according to Section 3315.15 ORC and the Board adopted policy.

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mr. Bill Hope

**Seconded:** Mr. Royden Smith

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		

## 17 ADJOURN MEETING

Mr. Douglas Theaker, Board President

**Minutes:**

No discussion - moved to vote.

**Result:** Approved

**Motioned:** Mr. Royden Smith

**Seconded:** Mr. Dennis Long

Voter	Yes	No	Abstaining
Mr. Ben Blubaugh, Board Member	X		
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. Royden Smith, Board Member	X		
Mr. Douglas Theaker, Board President	X		
Mrs. Mary Jean Theaker, Board Member	X		