



# MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION  
REGULAR MEETING - MAY 21, 2015 (6:30 P.M.)  
DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

1. CALL TO ORDER: 6:30 P.M.  
                  X                                  X                                                                                  X                                                                                  X  
                  J. WAGNER-FEASEL          J. HILDRETH                  E. BISCHOFF                  T. KAELBER                  H. PAPE
2. PLEDGE OF ALLEGIANCE
3. ACCEPT AGENDA FOR THE MAY 21, 2015 REGULAR MEETING AS PRESENTED  
(15-049) J. Hildreth moved and H. Pape seconded to approve the agenda. Motion carried.  
                  yes                                  yes                                                                                  yes                                                                                  yes  
                  J. WAGNER-FEASEL          J. HILDRETH                  E. BISCHOFF                  T. KAELBER                  H. PAPE
4. INTRODUCTION OF GUESTS
5. PUBLIC PARTICIPATION
  - Lisa Horn
6. BOARD PRESIDENT'S REPORT
7. BOARD MEMBERS' REPORTS
8. TREASURER'S REPORT
9. SUPERINTENDENT'S REPORT
10. OLD BUSINESS
11. TREASURER ITEMS
  - 11.1 Approve Minutes of the April 16, 2015 Regular Meeting. [Exhibit A](#)
  - 11.2 Approve Minutes of the April 29, 2015 Special Board Meeting. [Exhibit B](#)
  - 11.3 Business and Reports at the Recommendation of the Treasurer:
    - A. Approve Fiscal Reports for April 2015, with expenditures totaling \$1,107,375.75. [Exhibit C](#)
    - B. Approve disposal of inventoried assets as presented. (Treasurer will have copy of disposal requests at the meeting).
    - C. Approve District participation in the Ohio School Boards Association (OSBA) Workers Compensation Group Retrospective Rating Program through CompManagement from January 1, 2016 to December 31, 2016. [Exhibit D](#)
    - D. Approve a "Then and Now" Certificate for PO 341367 in the amount of \$12,000 to Cooper, Gentile, Washington, and Meyer for legal fees.
    - E. Approve Addendum to Treasurer's Contract as presented for Christopher Bell effective August 1, 2014 Through July 31, 2017. [Exhibit E](#)
    - F. Authorize the Treasurer to close account 1010008078 at the Delaware County Bank and Trust. This account was used to collect employee FSA contributions and it no longer active. The \$6,659.69 remaining in the account will be deposited in the district's Wellness Fund 023-0000.
    - G. Approve the Transfer of \$10,000.00 from the General Fund: 001-0000 to Early Childhood Education- Rotary Fund: 011-9019.
    - H. Approve the 5-year Forecast as presented. [Exhibit F](#)



# MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION  
 REGULAR MEETING – MAY 21, 2015 (6:30 P.M.)  
 DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

- I. Approve the following changes in the Original Appropriations for the 2015 Fiscal Year in the amount of \$34,082.00:

<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>AMOUNT</u>
011-0000	Rotary – Special Services	\$6,580.00
018-0000	Public School Support	\$4,000.00
501-0000	Adult Basic Education	\$23,502.00

(15-050) T. Kaelber moved and H. Pape seconded to approve Treasurer items. Motion carried.

<u>yes</u>	<u>yes</u>	<u>      </u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. KAELEBER	H. PAPE

12. SUPERINTENDENT ITEMS

12.1 New Hires

- A. Approve 185 day contract for Briana Kelley as Intervention Specialist at Class 4 Step 7, for the 2015/16 school year, effective 8/2/2015 pending receipt of all required paperwork.
- B. Approve 185 day contract for Thomas Underwood as CBIP Instructor at Class 7 Step 6, for the 2015/16 school year, effective 8/2/2015 pending receipt of all required paperwork.
- C. Approve 185 day contract for Jan Jones as CBIP Instructor at Class 4 Step 8, for the 2015/16 school year, effective 8/2/2015 pending receipt of all required paperwork.
- D. Approve Angela Boring and Jane Click for hire to serve as substitute clerical staff on an as-needed basis, effective 7/1/2015 through 6/30/2016, pending receipt of all required paperwork.

12.2 Personnel

- A. Accept the letter of resignation for Stephanie Rogers as Bioscience Instructor effective June 30, 2015.
- B. Grant two-year renewal contracts to the following administrative staff members effective 7/1/2015 through 6/30/2017, pending completing and receipt of all required documentation and licensure:

ADMIN A

Kristina Lucas Program Supervisor

ADMIN B

Alicia Mowry Public Relations Supervisor

Laureen Strunk Administrative Assistant to Treasurer

- C. Grant renewal contracts to the following classified staff members, effective 7/01/2015, pending completion and receipt of all required documentation and licensure:

TWO-YEAR, effective 7/1/2015 – 6/30/2017

Melissa Darkow Cook

Terry Henry Aide – Equine Science

Bryan Patrick Custodian

- D. Grant renewal contracts to the following certified staff members, effective 7/01/2015, pending completion and receipt of all required documentation and licensure:

ONE-YEAR, effective 7/1/2015 – 6/30/2016

Emily Cunningham Zoo School (Columbus Zoo)

Jocelyn Gideon Business Management

David Gilliam Intervention Specialist

Emily Hardy Science Instructor

Martin Huedepohl Business Management

Danielle Huffman Mathematics Instructor

Melissa Johnson Intervention Specialist

Ann Kanning Business Management

Ryan Mitchell Mathematics Instructor

Maighdlin Shumaker Project SEARCH Coordinator

Jeffrey Stimmell Agriculture Program – BWHS

Alex Zimmer Agriculture Program - BVHS

MISSION: The Delaware Area Career Center, in partnership with community, is an innovative model for developing lifelong learners, quality leaders, and critical thinkers for the dynamic and global environment.

**TWO-YEAR, effective 7/1/2015 – 6/30/2017**

Roxanne Ames	Cosmetology
Kimberly Budd	Health Technology
Bradley DeMent	Welding
Joshua Gallagan	Digital Design
Brian Hale	Social Studies
Kelly Kohl	Instructional Projects Coordinator
Michael Lewis	Powerline Technician
Gene Scott	Construction Technology
Wayne Strunk	Technology Facilitator/Cisco Instructor
Mark Warner	Law Enforcement

- E. Approve supplemental compensation for Kristina Lucas to assume the responsibilities as South Building Director effective 7/1/2015 through 6/30/2016. Compensation will be based on the difference between Step 12 “Building Director Level” and Step 12 “Supervisor Level” on the FY16 Admin A Salary Schedule to be paid over 24 equal installments.
- F. Approve the following lab teachers and June payment amount per Negotiated Agreement 1414.1.4.1.3

<u>Teacher</u>	<u>June Pymt</u>	<u>Teacher</u>	<u>June Pymt</u>	<u>Teacher</u>	<u>June Pymt</u>
Roxanne Ames	\$5,596.80	Joshua Gallagan	\$7,462.40	Patricia Sanfillipo	\$4,664.00
Kimberly Budd	\$6,529.60	Dan Huffman	\$5,596.80	Lana Sturgell	\$5,596.80
Emily Cunningham	\$6,529.60	Mark McKinney	\$5,596.80	Kamaljit Vilku	\$4,664.00
Bradley DeMent	\$4,664.00	Randy Moore	\$4,664.00	Mark Warner	\$5,596.80
Carol Fuller	\$5,596.80	Dennis Poole	\$4,664.00		

- G. Approve stipends to the following staff members for attending Summer 2015 Workshops at University of Findlay for dual credit requirements:
 

Greg Carpenter (Statistics)	\$250.00	Sherry Forster	\$250.00
Greg Carpenter (Calculus)	\$250.00	Paul Grimes	\$250.00
- H. Approve \$500 stipend for each certified staff attending the DACC two-day GAFE (Google Apps for Education) workshop and monthly meetings, and incorporating GAFE features into the classroom throughout the 2015/16 SY. Paid no later than June 2016 upon completion of requirements. [Exhibit G](#)
- I. Approve stipends to the following instructors for the development and instruction of curriculum for the 2015 DACC summer camp:
 

Kim Budd	\$625.00	Emily Hardy	\$225.00
Josh Gallagan	\$625.00	Kelly Kohl	\$625.00
Paul Grimes	\$475.00	Randy Moore	\$625.00
- J. Accept the letter of resignation for Kelley Barber as Pupil Services Supervisor effective June 30, 2015.
- K. Accept the letter of resignation for Paul West as Adult Education Instructor effective May 20, 2015.

12.3 Contracted Services

- A. Approve High Schools That Work (HSTW) Agreement for Partnership Grant Funding in the amount of \$1,000.00 for the purpose of staff development. [Exhibit H](#)

12.4 Other

- A. Approve a DACC summer camp for area middle school students to be held June 9-11, 2015, at a cost to each student of \$25.00
- B. Approve out-of-state travel for Jeff Lucas, one additional DACC staff member (TBD), and eight DACC FFA students to attend the National FFA Convention in Indianapolis, IN, October 29-31, 2015, at a cost not to exceed \$3,800.00 for students and \$1,300.00 for staff.
- C. Approve overnight stay for Paul Grimes and five DACC students to attend the Ohio Envirothon at Mohican State Park, June 5-9, 2015, at a cost not to exceed \$700.00
- D. Approve out-of-state travel for Maddy Shumaker to attend the Project SEARCH Conference in Phoenix, AZ, July 13-15, 2015, at a cost not to exceed \$2,000.00

- E. Accept donation of 25 used lawn mowers from Strader’s Garden Center to the Power Sports & Diesel Technology lab. Owner determined value to be \$1,125.00
- F. Approve DACC Student Handbook for the 2015/16 school year. [Exhibit R](#)

(15-051) J. Hildreth moved and H. Pape seconded to approve Superintendent items. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

13. ADOPTION OF REVISED BOARD POLICIES

- 13.1 Board Policy GBCC-R: Staff Dress and Grooming [Exhibit I](#)
- 13.2 Board Policy EFG-R: Student Wellness Program [Exhibit J](#)
- 13.3 Board Policy DID: Inventories [Exhibit K](#)
- 13.4 Board Policy DJF-R: Purchasing Procedures [Exhibit L](#)
- 13.5 Board Policy EDC: Authorized Use of School-Owned Materials [Exhibit M](#)
- 13.6 Board Policy GCPA-R: Severance Pay [Exhibit N](#)

(15-052) T. Kaelber moved and H. Pape seconded to approve revised policies. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

14. ADOPTION OF JOB DESCRIPTION

- 14.1 240 Health Care Professional [Exhibit O](#)

(15-053) H. Pape moved and J. Hildreth seconded to approve new job description. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

15. Approve the continuation of the Memorandum of Understanding (MOU), between The Delaware Area Career Center Board of Education (the “Board”), and the Delaware Area Career Center Education Association (the “Association”), as presented to the Board, for the purpose of detailing the provisions of an early resignation notification incentive program (“Program”). The Program will be available to employees from the date of execution of this MOU through the 2016-2017 school year. Approval is pending an affirmative vote from the Association. [Exhibit P](#)

(15-054) J. Hildreth moved and T. Kaelber seconded to approve MOU. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

16. Approve the Memorandum of Understanding (MOU), between The Delaware Area Career Center Board of Education (the “Board”), and the Delaware Area Career Center Education Association (the “Association”), as presented to the Board, for the purpose of amending section 1503.2. This change would move the first pay date for certified teachers and aides from the first pay period in September to the second pay period in August. Approval is pending an affirmative vote from the Association. [Exhibit Q](#)

(15-055) H. Pape moved and J. Hildreth seconded to approve MOU. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE



# MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION  
REGULAR MEETING - MAY 21, 2015 (6:30 P.M.)  
DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

17. SELECTING DESIGN PROFESSIONAL FOR CONSOLIDATION OF CAMPUS PROGRAMS AND FACILITIES, AUTHORIZING NEGOTIATION OF AN AGREEMENT FOR DESIGN SERVICES, AND AUTHORIZING ESTABLISHING OF A QUALIFICATIONS FILE FOR DESIGN SERVICES

The Superintendent recommends SHP Leading Design as the most qualified firm to serve as the design professional to design and construction administration services for the consolidation of the north and south campus programs and facilities and requests authority to negotiate an agreement with SHP Leading Design for the required services.

WHEREAS, the Ohio Revised Code outlines a qualification-based selection process in ORC Sections 153.65 through 153.71, which is required to be followed by public entities when professional design services are needed; and

WHEREAS, the Board identified a need for a design professional to provide services for the consolidation of the north and south campus programs and facilities; and

WHEREAS, on behalf of the Board, the Director of Operations, working with the Superintendent and Treasurer, issued a request for qualifications for professional design services and solicited qualifications from qualified firms for design services beginning with the master planning process, and qualifications were submitted from 15 firms; and

WHEREAS, the qualifications received were reviewed and evaluated, with Fanning/Howey Associates, MSA Architects, and SHP Leading Design being identified as the top three firms, each of which was interviewed; and WHEREAS, following the interviews, SHP Leading Design was ranked as the most qualified firm for the required services; and

WHEREAS, the qualifications received from all firms will be placed in a qualifications file for use on projects requiring services of an architect, engineer, surveyor, or landscape architect for which compensation will not exceed \$50,000, as long as the qualifications are current (not older than 1 year);

NOW, THEREFORE, BE IT RESOLVED:

1. The Board selects SHP Leading Design as the firm determined best qualified to serve as the Board's design professional to provide design and construction administration services for the consolidation of the north and south campus programs and facilities.
2. The Board authorizes the Superintendent, working with the Director of Operations and the Treasurer, to begin negotiations with SHP Leading Design for the required services and to work with legal counsel to prepare an agreement for its services.
3. The Board approves the establishment of a qualifications file for design firm qualifications to be used for improvements for which design services will cost less than \$50,000.

(15-056) H. Pape moved and J. Hildreth seconded to approve resolution. Motion carried.

<u>yes</u>	<u>yes</u>	<u>      </u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

18. MOTION TO GO INTO EXECUTIVE SESSION

I move to go into executive session pursuant to Ohio Revised Code Section 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.

(15-057) T. Kaelber moved and H. Pape seconded to enter into executive session at 7:21 p.m. Motion carried.

<u>yes</u>	<u>yes</u>	<u>      </u>	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

The board reentered open session at 8:08 p.m.



# MINUTES

DELAWARE AREA CAREER CENTER BOARD OF EDUCATION  
REGULAR MEETING - MAY 21, 2015 (6:30 P.M.)  
DELAWARE AREA CAREER CENTER SOUTH CAMPUS - BOARD ROOM

19. ADMINISTRATORS' PROFESSIONAL GROWTH PLAN

Authorize payment of Administrators' Professional Growth Plan compensation to the following:

Kelley Barber	\$3,737.68
Tamara Hall	\$4,118.36
Jack Higgins	\$4,148.64
Kris Lucas	\$3,765.36
Tom Marchetti	\$2,953.20
Scott Palmer	\$1,786.64
Chad Williams	\$3,080.48

(15-058) H. Pape moved and T. Kaelber seconded to authorize payment of compensation as listed.

Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

20. ADJOURNMENT: 8:10 P.M.

(15-059) H. Pape moved and J. Hildreth seconded that the meeting of the Delaware Area Career Center Board of Education be adjourned at 8:10 p.m. Motion carried.

<u>yes</u>	<u>yes</u>	_____	<u>yes</u>	<u>yes</u>
J. WAGNER-FEASEL	J. HILDRETH	E. BISCHOFF	T. Kaelber	H. PAPE

---

TREASURER

BOARD PRESIDENT