

MAPLEWOOD CAREER CENTER
Board Meeting Notes
Regular Meeting
April 21, 2016

Convened: 7:00 p.m.

The meeting was called to order by Board President, Melissa Roubic.

The Pledge of Allegiance was led by Board Vice President, Bonnie Lovejoy.

Moment of silence.

Roll call: Chelli Yoho was absent.

Featured Program: Power Equipment Mechanics

Career Technical Director, Mr. Craig Morgan, escorted the Board to the Power Equipment Mechanics lab where he introduced instructor, Mr. Wally Foster. Mr. Foster, along with two of his students, Jared Burkey and Joshua Schleef, gave a presentation highlighting the Power Equipment Mechanics program.

The meeting recessed at 7:02 p.m. and reconvened at 7:17 p.m.

Acceptance and approval of Board meeting agenda for April 21, 2016, as presented on BoardPaq.

Acceptance and approval of the minutes for March 17, 2016, policy committee and regular board meetings as presented.

The following visitors were received:

Mrs. Rachel Boggs, Science Instructor; Mr. Ted Karam, Robotics and Computer Technology Instructor; Mrs. Stephanie Wilfong, Early Childhood Education Instructor; Mrs. Jenell Calvin, English Instructor; Mrs. Joelle Carnes, English Instructor; Mr. David Miller, Guidance Counselor; Mr. Robert Pavkov, Masonry Instructor; Ms. Linda Hunter, English Instructor; Mr. Ryan Jadwin, Math and Remediation Instructor; Mr. Gregory West; Ms. Deborah Stoffer, Math Instructor; Ms. Lynn Rumsey, OEA Labor Relations Consultant; Mrs. Laura Darby, VOSE Coordinator; Mr. Stephen Smith, Science Instructor; Mr. Craig Morgan, Career Technical Director; Mr. Michael Lenzo, Supervisor of Business Affairs; Mr. Ted Slankard, Supervisor; and Ms. Jennifer Milnes, Director of Technology.

Present: Mr. Randy Griffith, Superintendent; Mrs. Michelle Seckman, Treasurer

Board President, Melissa Roubic, reported on the following:

- Mrs. Roubic said Mr. Foster and his students did a very nice and interesting presentation. She agreed the Power Equipment Mechanics program was a little tight in regards to room.
- Mrs. Roubic congratulated Mr. Jay Kelsey on his Ohio School Boards Association's Award of Achievement.
- Mrs. Roubic commented on the Mogadore sixth graders visit to Maplewood. She said it was very nice to see the younger students visiting Maplewood and she hoped the practice would continue in the future.
- Mrs. Roubic commented on the *Record-Courier* article on the SkillsUSA contests. Many Maplewood students qualified to participate in the competitions and Mrs. Roubic encouraged her fellow Board members to recognize their students at their home schools.

Legislative Liaison, Mary Kaley, reported on the following:

- Mrs. Kaley said the pre-conference workshops at the NSBA conference were the best she has attended.
- The Ohio House passed HB 113 by a vote of 85-8. This bill would require instruction in CPR and the use of an automated external defibrillator.
- The Ohio House also passed HB 425 by a vote of 77-22. This bill concerns student religious expression.
- The Senate Education Committee heard proponent testimony on HB 299. This bill would allow the temporary, legal or permanent custodian of a qualified child to apply for an autism scholarship.
- The Senate Education Committee heard proponent testimony on SB 241 regarding the employment of specified education professionals by school districts.
- The Senate Education Committee heard proponent testimony on SB 252. SB 252 relates to sudden cardiac arrest during youth athletic activities. The committee accepted an amendment which would allow physician assistants and athletic trainers to work with a physician to determine whether a student should return to an activity.
- The House Education Committee heard sponsor testimony on HB 160. This bill deals with the selection, availability and purchase of textbooks required for a course offered by any state institution of higher learning.

- The House Finance Committee heard sponsor testimony on SB 264. This legislation would provide a three-day sales tax holiday in August when back-to-school clothing and school supplies would be tax-exempt.
- The Senate Ways and Means Committee heard interested party testimony on SB 235. The bill would exempt from property tax the increased value of property on which industrial or commercial development is planned until construction of new facilities begins on the property.
- The Senate Ways and Means Committee also heard SB 246 proponent testimony. This legislation would make changes to the Current Agricultural Use Valuation (CAUV) tax rate.
- A Federal appeals court in Richmond, Virginia ruled in favor of a transgender student who wishes to use the restroom of the gender he identifies with.
- Mrs. Kaley attended a Fiscal Fitness camp at the NSBA Conference.

Student Achievement Liaison, Chelli Yoho, reported on the following:

- Mrs. Yoho was not present.

Superintendent, Randy Griffith, reported on the following:

- Mr. Griffith said the Mogadore sixth grade visit went very well. The sixth grade students were very enthusiastic. Mogadore's superintendent, Dr. Dinklocker, plans to continue supporting the visits in the future.
- Mr. Griffith thanked Mr. Wally Foster and his students for their presentation. Mr. Foster and his students did an excellent job. He said that Mr. Foster is one the best instructors that Maplewood has ever had and has been a great addition to the Maplewood staff.
- Nine of the ten associate school superintendents visited Maplewood on Monday, April 18, 2016. Each of the superintendents visited a lab and spent approximately half an hour in the program doing hands on activities with students from their District. As always, the superintendents left talking about their participation in the programs and seemed to enjoy the breakfast prepared by the culinary students and their visit. Mr. Griffith thanked the teachers and students in the following programs: Mrs. Reedy and the cosmetology students for hosting Mr. Toth from Crestwood; Mrs. Giarrano and the cosmetology students for hosting Dr. Dinklocker from Mogadore; Mrs. McKenzie and the medical assisting students for hosting Mr. Hawkins from Rootstown; Mrs. Bice and the animal science students for hosting Mr. Honkala from Ravenna; Mr. Foster and the power equipment mechanics students for hosting Mr. Isler from Windham and Mr. Braman from Waterloo; Ms. Sutter and the information technology students for hosting Mr. Heflinger from Field; and Mr. Palmer and the welding students for hosting Mr. Lysaik from James A. Garfield and Mr. Dunn from Southeast. Mr. Griffith thanked the superintendents for visiting Maplewood and for their interest in Maplewood students.
- A request to bid for an asphalt replacement project as well as an equipment storage building is on the agenda. The GPD architectural firm has completed and will distribute plans for the project once the legal advertisement has been published
- The Streetsboro High School sign project is on target. Streetsboro has picked a design and Maplewood has moved to the CAD drawing phase. The engineering and machining students are creating the CAD renderings and they are expected to be completed within the next few weeks. Once they are complete, the fabrication phase will begin. Mr. Griffith will keep the Board informed as the project progresses.
- Dinner with the Teacher was held on April 6, 2016. Several enrolled sophomore students and their parents attended. Overall, the event went very well. The Maplewood staff did an excellent job.
- The Board packet included the following: Six *Record-Courier* articles, "New Maplewood course to meet business needs"; "Maplewood students move up in SkillsUSA contest"; "Maplewood Early Childhood Education students compete"; "Maplewood Preschool enrolling students"; "Students Tour Maplewood"; and "Kelsey honored by Ohio school board".

Career and Technical Director, Craig Morgan, reported on the following:

- Dinner with the teacher was held April 6, 2016. 50.84% of incoming juniors were present.
- Attendance Incentive Breakfast: 59 students recognized on April 11, 2016.
- Students of the Month for March: Junior-Dayne Bates, Electricity, Crestwood; and Senior-Kyle Howe, Power Equipment Mechanics, Southeast.

Supervisor of Business Affairs, Mike Lenzo, reported on the following:

- Maplewood hosted the Portage County business directors meeting. A large group in-service for custodians and maintenance staff from all of our districts is being planned for either this summer or next.
- Mr. Lenzo attended the Portage County Safety Council presentation. The presentation pertained to accident investigations.

- Mr. Griffith and Mr. Lenzo met with the design firm GPD to review the plan documents for the summer permanent improvement projects. The project includes resurfacing over 200,000 sq. ft. of asphalt and a 5,850 sq. ft. (90x65) storage building that will have new bullpens next to it. Parking surfaces on the eastern and northern sides of the building will be re-paved. The new storage building and bull pens will be located on the Northwestern side of the building.
- A legal notice to bid the asphalt resurfacing and storage building construction project is on the agenda for the Board's approval.
- Two new classified staff members are on the agenda to be hired. Katie Butcher has been a substitute for Maplewood will be joining the food service staff full-time. Andrew Stone is a former Maplewood graduate from the Masonry program. He will be joining the custodial department during 3rd shift. Mr. Lenzo said he is very pleased to have both of them at Maplewood.

The following recommendations were made by the Treasurer and motions were acted on by the Board:

- The District Financial Report was approved and filed for audit for the month of March 2016.
- The expenditures were approved for the month of March 2016.
- The investments were ratified for the month of March 2016.
- The bank reconciliations were ratified for the month of March 2016.
- FY2016 Revised Financial Forecast & Notes

Informational Items: Records Commission Meeting, May 19, 2016, 6:45 p.m.; NSBA Annual Conference Reimbursements; OSBA Board Leadership Institute, Hilton Columbus/Polaris, April 29-30, 2016; All Ohio Career Technical and Adult Education Conference, Hilton Easton/Columbus, July 25-27, 2016

The following recommendations were made by the Superintendent and motions were acted on by the Board:

- Accepted the resignations of Mary Koher, Adult Education Secretary/Receptionist, effective April 14, 2016, and Robert Heidt, Electricity Instructor, effective June 30, 2016.
- Employed ABLE/Adult Education instructors.
- Employed the following classified personnel for the remainder of the 2015-2016 contract year: Katie Butcher, cafeteria; Andrew Stone, 3rd shift custodian; and Mary Koher, Adult Education Secretary/Receptionist.
- Employed one certificated/licensed personnel for the remainder of the 2015-2016 school year: Ruth Korode.
- Accepted two donations.
- Adopted the 2016-2017 Student Handbook.
- Approved an overnight field trip for Early Childhood Education students and advisor to attend competition in Columbus, Ohio, on April 28-29, 2016.
- Approved an overnight field trip for Graphic Communications student to attend the skills event competitions in Piqua, Ohio, on April 22-23, 2016.
- Recognized May 2-6, 2016, as "Staff Appreciation Week".
- Reviewed the student program fees for the 2016-2017 school year.
- Approved an alternate plan for making up calamity days during the 2016-2017 school year.

New Business

- Authorized the advertisement of contract bids for asphalt paving and a new storage building.
- First reading of policies.

Executive Session: Employment of Personnel (7:36 p.m. to 8:06 p.m.)

Grievance Hearing: Deb Stoffer, MCCEA President

The following were present: Deborah Stoffer, Grievant and MCCEA President; Lynn Rumsey, OEA Labor Relations Consultant; Rachel Boggs, Science Instructor; Ted Karam, Robotics and Computer Technology Instructor; Stephanie Wilfong, Early Childhood Education Instructor; Jenell Calvin, English Instructor; Joelle Carnes, English Instructor; David Miller, Guidance Counselor; Robert Pavkov, Masonry Instructor; Linda Hunter, English Instructor; Ryan Jadwin, Math and Remediation Instructor; Gregory West; Laura Darby, VOSE Coordinator; Stephen Smith, Science Instructor; Craig Morgan, Career Technical Director; Michael Lenzo, Supervisor of Business Affairs; Ted Slankard, Supervisor; and Jennifer Milnes, Director of Technology.

Ms. Stoffer informed Mrs. Roubic that OEA Labor Relations Consultant, Ms. Lynn Rumsey, would be speaking on her behalf. Ms. Stoffer requested to have the grievance heard in open session.

Mrs. Roubic outlined the format of the grievance hearing and stated that in accordance with the Collective Bargaining Agreement, the Board shall communicate its decision to the grievant in writing within five working days after the next regularly scheduled Board meeting. The next regularly scheduled Board meeting is May 19, 2016, so the decision will be presented to the grievant no later than May 26, 2016. Mrs. Roubic also stated that the Board may deliberate and choose to act this evening and a decision may be presented within five days of this Board meeting.

Grievance:

Mrs. Roubic instructed Ms. Rumsey to present Ms. Stoffer's grievance.

Ms. Rumsey stated the Maplewood Career Center Board of Education, through its agents, violated the following provisions of the collective bargaining agreement:

Article IV Board Rights, Section A, subsection 8. Effectively manage the work force.

Article V Benefits, section B, Sick Leave, subsection 1a

Appendix A, Evaluation Procedures, Section: Standards Based Teachers Evaluation, subsection: Standards Based Teacher Evaluation; Assessment of Teacher Performance Form

Ms. Rumsey stated the Board violated the above provisions when it gave the grievant, Deb Stoffer, an arbitrary three day limit to present evidence for her performance review and ignored the fact that one of those days the grievant was on approved medical leave.

Ms. Rumsey said the grievance would have been resolved with a settlement, but the settlement due date was on March 23, 2016 and it was not possible for the MCCEA executive committee to meet in time to review it before it could be signed.

Ms. Rumsey said the Board violated Article IV Board Rights, Section A, subsection 8 by demoralizing Ms. Stoffer.

Ms. Rumsey said the Board violated Article V Benefits, section B, Sick Leave, subsection 1a by including the day she was on approved medical leave in the three day time limit.

Ms. Rumsey said the Board violated Appendix A, Evaluation Procedures, Section: Standards Based Teachers Evaluation, subsection: Standards Based Teacher Evaluation; Assessment of Teacher Performance Form by placing an arbitrary three day time limit for presenting additional evidence.

Mrs. Roubic instructed Mr. Griffith to present the administration's response to the grievance.

Mr. Griffith stated the Math staff has been given three days to turn in the evidence in question. The rest of the staff has only been given two days. Those who turn in the evidence have mostly done so in less than two days because the evidence to be gathered is used to develop the lesson observed, which should have been completed prior to the lesson.

Mr. Griffith stated the collective bargaining agreement does not contain language related to this issue. The administration instituted the process to allow instructors to enhance their performance evaluations, but there is no requirement in the collective bargaining agreement that speaks of this process.

Mr. Griffith said Ms. Stoffer did not meet the timelines to file this grievance. The collective bargaining agreement allows only ten days from when the grievance arises to orally present the grievance to the immediate supervisor.

Mr. Griffith said Ms. Stoffer did not follow the grievance procedure. He stated that Ms. Stoffer did not cite the language violated for her allegation that the evaluation language was violated, and did not provide any of her contentions related to the alleged violations.

In Ms. Stoffer's grievance, she alleges the Board violated Article IV Board Rights, Section A, Subsection 8, "Effectively manage the work force." This right gives the Board the discretion to manage the workforce in all areas not specifically outlined in the collective bargaining agreement. The Teacher Performance Evaluation Rubric form states "...evaluators are not expected to gather evidence on all indicators for each observation cycle. Likewise, teachers should not be required to submit additional pieces of evidence to address all indicators." Mr. Morgan was not required to request additional information, nor was Ms. Stoffer required to submit additional information.

In Ms. Stoffer's grievance, she alleges the Board violated Article V Benefits, Section B, Sick Leave, Subsection 1A. Mr. Griffith stated Ms. Stoffer has earned and has been granted 1.25 sick leave days for each month of her service at Maplewood Career Center.

In Ms. Stoffer's grievance, she alleges the Board violated Appendix A Evaluation Procedures, subsection Standards Based Teacher Evaluation "Assessment of Teacher Performance Form". Mr. Griffith stated the collective bargaining agreement does not contain a form named "Assessment of Teacher Performance Form".

Mr. Griffith stated the process Ms. Stoffer is grieving is not part of the collective bargaining agreement and is not grievable. Ms. Stoffer did not submit her evidence in a timely manner and expected it to be accepted regardless of when she decided to submit it. The evidence being requested is work that should have been done when the instructor plans the lesson. Timelines have been established so administrators can complete observations in a timely manner.

Mr. Griffith stated Mr. Stoffer regularly displays disregard for the administration, school policy, and the Collective Bargaining Agreement.

Ms. Rumsey objected. She stated Mr. Griffith's comments were not directly related to the grievance.

Mrs. Roubic noted Ms. Rumsey's objection.

Mr. Griffith requested the Board of Education affirm the administration's position regarding the grievance and deny the grievance because the grievant(s) have:

- Failed to file the grievance in a timely manner as defined by the Grievance Procedure.
- Failed to provide information required as part of the Grievance Procedure.
- Failed to assert a violation of the Collective Bargaining Agreement.

Mrs. Roubic gave opportunity for the Board members to ask questions.

Executive Session: Deliberate Grievance (9:02 p.m. to 9:26 p.m.)

Adjourned: 9:26 p.m.