



September 2025 Board Meeting

September 25, 2025, 6:00 p.m. | Conference Room A

MINUTES

MINUTES

Cuyahoga Valley Career Center Board of Education

September 2025 Board Meeting

Thursday, September 25, 2025 | 6:00 p.m. | Conference Room A



In Attendance: Ashley Thomas; Jennifer Burke; Jacquelyn Arendt; Rachel Malec; Eva O'Mara; Linda O'Neill; James Virost

Absent: Robert Felber; Gary Suchocki

Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda item.

I. **CALL TO ORDER** Ms. Thomas called the meeting to order at 6:00 p.m.

II. **PLEDGE OF ALLEGIANCE**

III. **ROLL CALL**

Mrs. Arendt _____ Mrs. Burke _____ Mr. Felber _____
Mrs. Malec _____ Ms. O'Mara _____ Mrs. O'Neill _____
Mr. Suchocki _____ Ms. Thomas _____ Mr. Virost _____

IV. **APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

ROLL CALL:

Mrs. Burke _____ Mr. Felber _____ Mrs. Malec _____
Ms. O'Mara _____ Mrs. O'Neill _____ Mr. Suchocki _____
Ms. Thomas _____ Mr. Virost _____ Mrs. Arendt _____

Move: Eva O'Neill Second: Jennifer Burke Status: Passed: 7-0

V. **PRESIDENT'S REPORT**

- * Constructing Futures Event – Save the Date
- * Food Services Annual Report

VI. **SUPERINTENDENT'S REPORT**

- * Student Enrollment
- * Job-Related Expenses and Meal Reimbursement Procedures

- * Facilities & Operations Presentation
- * News Flash | Student Connections | Alumni Spotlight | Adult Education Fall Catalog

VII. **BOARD COMMENTS**

VIII. **COMMITTEE REPORTS**

- Buildings & Grounds Committee, Gary Suchocki, Chairperson: Sept. 25, 2025 at 5:15 p.m. in Administrative Office Conference Room
- Policy Committee, Jennifer Burke, Chairperson: September 25, 2025 at 5:00 p.m. in Conference Room B

First Reading of the following policies:

Policy No.	Policy Name
0131.1	Technical Corrections
0171	Review of Policy
1422.01	Drug Free Workplace
1613	Student Supervision and Welfare
2271	College Credit Plus
2340	Field Trips
2460	Special Education
3213	Student Supervision and Welfare
4213	Student Supervision and Welfare
5113	Admission of Students Participating under District Open Enrollment
5136	Wireless Communication Devices
5223	Released Time for Religious Instruction During the School Day
5330	Use of Medications
5350	Student Mental Health and Suicide Prevention
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5751	Parental Status of Students
5780.01	Parents' Bill of Rights
6151	Insufficient Funds Checks
7421	Restrooms, Locker Rooms, Shower Rooms and Changing Rooms
7440.01	Video Surveillance and Electronic Monitoring
8142	Criminal History Record Check for Contracted School Services
8452	Automated External Defibrillators (AED)
8500	Food Services

IX. APPROVAL OF MINUTES

Regular Board of Education Meeting, August 28, 2025

- *August 28, 2025 Minutes*

ROLL CALL:

Mr. Felber _____ Mrs. Malec _____ Ms. O'Mara _____

Mrs. O'Neill _____ Mr. Suchocki _____ Ms. Thomas _____

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Move: Jacquelyn Arendt Second: Eva O'Mara Status: Passed: 7-0

X. COMMENTS FROM THE PUBLIC

The Board values and encourages public comment on education issues. Anyone having an interest in actions of the Board may participate during the open forum portion of the meeting. If possible, please identify yourself, prior to the meeting, to the Board President or Superintendent. Should your comments include a question, it may not be possible to provide you with the information you request at the meeting.

The speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints about school personnel or other persons at a public session. Other channels provide for Board consideration of complaints involving individuals.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to five (5) minutes duration.

XI. FINANCES

Resolution # 2025-9 29 Routine Items recommended (may be handled as one motion).

Move to accept all of the following routine financial items, as recommended by the Treasurer.

1. Treasurer's Report:

Acceptance of the Financial Report for the month of August 2025.

- *Board Financial Report August 2025*

2025-9 29 (1)

2. Advances and Transfers to Various Funds:

Authorize the Treasurer to make advances and transfers as listed in exhibit.

- *Advances and Transfers for September 2025*

2025-9 29 (2)

ROLL CALL:

Mrs. Malec _____ Ms. O'Mara _____ Mrs. O'Neill _____

Mr. Suchocki _____ Ms. Thomas _____ Mr. Virost _____

Mrs. Arendt _____ Mrs. Burke _____ Mr. Felber _____

Move: Rachel Malec Second: Eva O'Neill Status: Passed: 7-0

XII. NEW BUSINESS – Personnel

Resolution # 2025-9 30 Personnel Items Recommended (may be handled as one motion).

Move to accept all of the following administrative, certified and classified personnel recommendations, conditioned on statutes of the state as revised and consolidated into general provisions, title, chapters and sections including all bills passed and filed contained in the Ohio Revised Code, as recommended by the Superintendent.

A. ADMINISTRATIVE, SUPPORT, & CLASSIFIED EXEMPT

1. Resignation/Retirement:

Accept the retirement of Carol Gileot, Administrative Assistant, effective January 31, 2026.

2025-9 30 (1)

2. Replacement:

Approve the replacement of Administrative Assistant.

2025-9 30 (2)

3. Approve Temporary Change of Job Classification:

Approve change of job classification of Maria Dworning from Accounts Payable to Treasurer's Assistant, Step 12, effective October 9, 2025 until no longer needed.

2025-9 30 (3)

B. CERTIFICATED

1. High School Substitute Teachers' List 2025-26 School Year:

Approve the addition of Monika Bartosik, Joseph Csizmadia, Alexandria Hamilton, Andrew Hart II, Gesta Miller, Ryan Rose, and Marisa Ullum to the 2025-26 High School Substitute Teachers' List as assigned and approved.

2025-9 30 (4)

2. Employment:

Per Resolution #2023-12 37 (13), employ Jason Hance as Parks & Environmental Resources Instructor, effective for the 2026-27 school year, with a continuing contract status, at Step 22+D, plus workload pay, payable in 26 biweekly

installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2025-9 30 (5)

3. Replacement:

Replace Building & Property Maintenance Program Instructor.

2025-9 30 (6)

4. Employment:

Per Resolution # **2025-9 30 (6)**, employ Christopher Toncic as Building & Property Maintenance Instructor, effective January 20, 2026 for the remainder of the 2025-26 school year, on a one-year limited contract, at Step 10A, payable in 26 biweekly installments per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

2025-9 30 (7)

5. Salary Adjustments – Additional College Credits:

Approve salary adjustments due to additional course work, per the Cuyahoga Valley Federation of Teachers Negotiated Agreement.

- *2024-25 CVFT Salary Adjustments*

2025-9 30 (8)

6. Approve Career Technical Student Organization (CTSO) Coordinators:

In accordance with Article 12, "Additional Compensation" Item F, "Student Activities" of the Agreement between Cuyahoga Valley Career Center Board of Education and the Cuyahoga valley Federation of Teachers, approve the following instructors to be CTSO Coordinators for the 2025-26 school year.

* Josephine Everhart, Educators Rising

* Julie Jakubczak, SkillsUSA

* Jami Little, Business Professionals of America (BPA)

* Victoria Vachon, Health Occupations Students of America (HOSA)

* Paul Yuravak, SkillsUSA

2025-9 30 (9)

7. Professional Growth Days:

In accordance with Article 12 of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve the listed staff person(s) for professional growth days. Professional growth days are granted outside of the normal working day.

- *Professional Growth – September 25*

2025-9 30 (10)

8. Overnight Field Trip:

Approve student overnight field trip for the SkillsUSA Ohio Fall Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Columbus, Ohio, November 20-21, 2025. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (11)

9. Overnight Field Trip:

Approve a student overnight field trip for Regional Officer Training Institute (ROTI) for all eligible students, instructors, educational aides, administrators, and Superintendent. The training will take place at Deer Creek State Park in Mount Sterling, Ohio, January 19-22, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (12)

10. Overnight Field Trip:

Approve student overnight field trip for the SkillsUSA State Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Columbus, Ohio, May 4-6, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (13)

11. Overnight Field Trip:

Approve student overnight field trip for the SkillsUSA National Leadership & Skills Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Atlanta, Georgia, June 1-6, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible

instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (14)

12. Overnight Field Trip:

Approve student overnight field trip for the Business Professionals of America (BPA) State Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Columbus, Ohio, February 23-24, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (15)

13. Overnight Field Trip:

Approve student overnight field trip for the Business Professionals of America (BPA) National Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Nashville, Tennessee, May 6-10, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (16)

14. Overnight Field Trip:

Approve student overnight field trip for the Health Occupation Students of America (HOSA) State Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Toledo, Ohio, April 16-17, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (17)

15. Overnight Field Trip:

Approve student overnight field trip for the Health Occupation Students of America (HOSA) National Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Indianapolis, Indiana, June 17-20, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (18)

16. Overnight Field Trip:

Approve student overnight field trip for the Educator's Rising State Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Columbus, Ohio, March 3-4, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (19)

17. Overnight Field Trip:

Approve student overnight field trip for the Educator's Rising National Conference for all eligible students, instructors, educational aides, administrators, and Superintendent. The competition will take place in Portland, Oregon, June 20-23, 2026. In accordance with Article 12, "Additional Compensation, F. Student Activities" of the Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Federation of Teachers, approve eligible instructors for Student Activity pay. Instructors', students', and administrators' travel expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip is subject to cancellation by Superintendent dependent upon world events.

2025-9 30 (20)

C. CLASSIFIED

1. Replacement:

Due to the movement of Christopher Tonic, approve the replacement of Maintenance.

2025-9 30 (21)

2. Resignation/Retirement:

Accept the retirement of Valyrie Phillips, Custodian, effective December 31, 2025.

2025-9 30 (22)

3. Replacement:

Approve the replacement of Custodian.

2025-9 30 (23)

4. Resignation/Retirement:

Accept the resignation of Sally Perez, Cafeteria Worker, effective September 30, 2025.

2025-9 30 (24)

5. Replacement:

Approve the replacement of Cafeteria Worker.

2025-9 30 (25)

6. Employment:

Per Resolution #2025-8 26 (11), approve Carla Harvey as Part-Time Administrative Assistant to the School of Nursing, effective September 8, 2025 through June 30, 2026, on a one-year, part-time limited contract for up to 27 ½ hours per week (up to 1,250 hours annual), at Administrative Assistant II, Step 8, per the agreement between the Cuyahoga Valley Career Center Board of Education and the Ohio Association of Public School Employees (OAPSE).

2025-9 30 (26)

7. Approve Bus Driver Pay Rate:

Approve Bus Driver hourly rate to be calculated at Step Ø of the Custodial Salary Schedule in the Local 597 Ohio Association of Public School Employees (OAPSE) agreement, effective January 1, 2026.

2025-9 30 (27)

8. Approve Student Worker Pay Rate:

Approve the Student Worker hourly rate to be calculated at 60% of Step Ø of the Custodial Salary Schedule in the Local 597 Ohio Association of Public School Employees (OAPSE) agreement, effective January 1, 2026.

2025-9 30 (28)

ROLL CALL:

Ms. O'Mara _____ Mrs. O'Neill _____ Mr. Suchocki _____

Ms. Thomas _____ Mr. Virost _____ Mrs. Arendt _____

Mrs. Burke _____ Mr. Felber _____ Mrs. Malec _____

Move: Jennifer Burke Second: Linda O'Neill Status: Passed: 7-0

XIII. NEW BUSINESS – Non-personnel

Resolution # **2025-9 31** Other Items Recommended (may be handled as one motion).

Move to accept all of the following items, as recommended by the Superintendent.

1. Disposal of Inventory Items:

Approve the disposal of inventory items as listed:

- *Disposals September 2025*

2025-9 31 (1)

2. Donations:

Accept donations as per Resolution #1976-167.

- *Donations September 2025*

2025-9 31 (2)

3. Amend Resolution:

Amend Resolution #2025-5 20 (3), Professional Meeting Days, to reflect change of dates of the Florida Association of Student Financial Aid Administrators Clock Hour Workshop in Orlando, Florida from November 3-5, 2025 to November 5-7, 2025.

2025-9 31 (3)

4. Professional Meeting Days:

Approve Assistant Superintendent Marcy Green, to attend the NACTEi Perkins Annual Conference April 25, 2026-April 30, 2026 in Minneapolis, Minnesota. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2025-9 31 (4)

5. Professional Meeting Days:

Approve Principal Michael Hall to attend the 2026 Ohio ACTE Board of Directors Meeting and All Ohio Conference in Columbus, Ohio, July 19-22, 2026. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

2025-9 31 (5)

6. Associate District Expense Reimbursement for CVCC Functions:

Approve reimbursement of up to \$125.21 per day per substitute teacher for associate district teaching staff who attend various CVCC functions during the school day and associated student transportation costs during the 2025-26 school year.

2025-9 31 (6)

7. Approve Cybersecurity Program.

Per House Bill 96, approve CVCC's Cybersecurity Program.

- *CVCC's Cybersecurity Program*

2025-9 31 (7)

8. Approve Reimbursement of College Credit Plus Fees to Associate Districts:

Approve the reimbursement of College Credit Plus Fees incurred by Associate School Districts for CVCC Fire & EMS Academy students who took fire training courses at Stark State University for the 2024-25 school year.

2025-9 31 (8)

9. Approve Agreement:

Approve the Educational Affiliation Agreement between Cuyahoga Valley Career Center and The MetroHealth System.

- *Metro-Health CVCC Educational Affiliation Agreement-EMT*

2025-9 31 (9)

10. Approve Agreement:

Approve Agreement between Cuyahoga Valley Career Center and Desidara for Website Support for the 2025-26 school year.

- *Desidara SLA-Website Support*

2025-9 31 (10)

11. Approve Agreement:

Approve Customer Service and Basic Computer Skills Training Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Scenic Railroad.

- *Cuyahoga Valley Scenic Railroad Emp. Customer Service-Computer Skills Agreement*

2025-9 31 (11)

12. Approve Agreement:

Approve Customer Service Training Agreement between Cuyahoga Valley Career Center and the Cuyahoga Valley Scenic Railroad.

- *Cuyahoga Valley Scenic Railroad Volunteer Customer Service Training Agreement*

2025-9 31 (12)

13. Approve Agreement:

Approve Machine Technology Apprenticeship Agreement (year three) between Cuyahoga Valley Career Center and Martindale Electric Company.

- *Martindale Apprenticeship Agreement (Miller-Year 3)*

2025-9 31 (13)

14. Approve Agreement:

Approve Machine Technology Module 1 Machine Fundamentals Training Agreement between Cuyahoga Valley Career Center and Assembly Tool Specialists, Inc.

- *Assembly Tool Specialists, Inc. – Module 1 (Mungai)*

2025-9 31 (14)

15. Approve Agreement:

Approve Machine Technology Module 3 Advanced Machine Level 1 Agreement between Cuyahoga Valley Career Center and NSL Analytical.

- *NSL Analytical – Module 3 (Kadyliak)*

2025-9 31 (15)

16. Approve Agreement:

Approve MultiCraft Maintenance Program Agreement between Cuyahoga Valley Career Center and Worthington Steel.

- *Worthington Steel MCM Agreement*

2025-9 31 (16)

17. Approve Agreement:

Approve MultiCraft Maintenance Program Agreement between Cuyahoga Valley Career Center and Rochling.

- *Rochling MCM Agreement*

2025-9 31 (17)

18. Approve Agreements:

Approve Cooking Class Agreements between Cuyahoga Valley Career Center and The Institute for Career Development (ICD).

- *ICD Cooking Class Sept. 10, 2025*
- *ICD Cooking Class Sept. 17, 2025*
- *ICD Cooking Class Oct. 15, 2025*
- *ICD Cooking Class Oct. 22, 2025*
- *ICD Cooking Class Nov. 5, 2025*
- *ICD Cooking Class Nov. 12, 2025*

2025-9 31 (18)

ROLL CALL:

Mrs. O'Neill _____ Mr. Suchocki _____ Ms. Thomas _____

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Mr. Felber _____ Mrs. Malec _____ Ms. O'Mara _____

Move: Rachel Malec Second: Jacquelyn Arendt Status: Passed: 7-0

XIV. ADJOURN

6:48 p.m.

ROLL CALL:

Mr. Virost _____ Mrs. Arendt _____ Mrs. Burke _____

Mr. Felber _____ Mrs. Malec _____ Ms. O'Mara _____

Mrs. O'Neill _____ Mr. Suchocki _____ Ms. Thomas _____

Move: Eva O'Mara Second: Linda O'Neill Status: Passed: 7-0

*Next meeting: Thursday, October 30, 2025 at 6:00 p.m. in Conference Room A.

*APPROVED: 

*ATTESTED: 

*DATE: 10/30/25