



**CUYAHOGA VALLEY  
CAREER CENTER**

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## **December 2025 Board Meeting**

December 11, 2025, 6:00 p.m. | Conference Room A

**MINUTES**

# MINUTES

## Cuyahoga Valley Career Center Board of Education

December 2025 Board Meeting

Thursday, December 11, 2025 | 6:00 p.m. | Conference Room A



**In Attendance:** Ashley Thomas; Jennifer Burke; Jacquelyn Arendt; Robert Felber; Rachel Malec; Eva O'Mara; Gary Suchocki; James Virost

**Absent:** Linda O'Neill

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 6:10 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: Jacquelyn Arendt Second: Gary Suchocki Status: Passed: 8-0

V. **PRESIDENT'S REPORT**

**Staff Recognition**

\* **New Staff Members | New Positions**

\* **Adult Education**

- \* Linda Banville, Part-time School of Nursing Supervisor
- \* Carla Harvey, Part-time Administrative Assistant to the School of Nursing
- \* Michaelle Jones, Part-time School of Nursing Instructor

- \* Jeffrey Kaplan, Part-time School of Nursing Instructor
- \* Gina Matyas, Part-time School of Nursing Instructor
- \* Mary Meyer, School of Nursing Instructor
- \* Joseph Paoletta, Part-time School of Nursing Instructor
- \* Judith Rogowski, Part-time School of Nursing Instructor
- \* Jaclyn Scarborough, Part-time School of Nursing Instructor

\* High School

- \* Bernadette Bodnar, External Transition Coordinator
- \* Jennifer Cortez, Educational Aide
- \* Jason Hance, Parks & Environmental Resources Instructor
- \* Carol Maitland, School Nurse
- \* Michael Ruggiero, Administrative Assistant to Assistant Principal
- \* Holly Thrasher, School Counselor
- \* Christopher Tonic, Building & Property Maintenance Instructor

\* Business Office

- \* Luke Burmeister, Custodian

\* **Retirements**

- \* Carol Gileot, Administrative Assistant to the Assistant Superintendent
- \* Valyrie Phillips, Custodian

**NOTE TO OUR GUESTS:** thank you for being here and supporting our school and staff. We will take a short break to greet and welcome our new staff members and congratulate those retiring. Those not interested in remaining for the business portion of the Board meeting are welcome to leave.

\* **Proposed Board Meeting Dates for 2026**

- February 26
- March 26
- April 30, to include Constructing Futures Event and All Boards' Dinner
- May 28
- June 25
- July: no meeting scheduled
- August 27
- September 24
- October 29
- November: no meeting scheduled
- December 10
- January 7, 2027 (Organizational and Regular Meetings)

**\*\*Reminder:**

- Organizational Meeting – January 8, 2026 (5:30 p.m.)

- Regular Meeting – January 8, 2026

**VI. SUPERINTENDENT'S REPORT**

- \* Board Appreciation
- \* Constructing Futures Update
- \* Strategic Plan Update
  - Tuition Reimbursement Report
- \* News Flash | Student Connections | Alumni Spotlight

**VII. BOARD COMMENTS**

**VIII. COMMITTEE REPORTS**

**IX. APPROVAL OF MINUTES**

- *Regular Board of Education Meeting Minutes, October 30, 2025*
- *Business & Finance Committee Meeting Minutes, October 30, 2025*

ROLL CALL:

Mr. Felber \_\_\_\_\_ Mrs. Malec \_\_\_\_\_ Ms. O'Mara \_\_\_\_\_  
Mrs. O'Neill \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_  
Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_  
Move: Rachel Malec Second: Gary Suchocki Status: Passed: 8-0

**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 # **2025-12 35** 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 October 2025.

- *Board Financial Report October 2025*

**2025-12 35 (1)**

**2. Tax Settlement Advances:**

Authorize a request to the Auditors of Cuyahoga and Summit Counties to draw their warrants, and the Treasurers of said counties by and hereby are requested to pay to the Treasurer of the Board, from time-to-time as funds are available, any money in the County treasuries to the account of this Board and lawfully applicable to the purpose of tax year 2025 payable in calendar year 2026, and to the purpose of tax year 2026 payable in calendar year 2027.

**2025-12 35 (2)**

ROLL CALL:

Mrs. Malec \_\_\_\_\_ Ms. O'Mara \_\_\_\_\_ Mrs. O'Neill \_\_\_\_\_

Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_

Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_ Mr. Felber \_\_\_\_\_

Move: **Jennifer Burke** Second: **Eva O'Mara** Status: **Passed: 8-0**

**XII. NEW BUSINESS -- Personnel**

Resolution # **2025-12 36** 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. Amend Resolution #2025-9 30 (3):**

Amend Resolution #2025-9 30 (3): Approve Temporary Change of Job Classification, to reflect the change of date from October 9, 2025 to November 10, 2025.

**2025-12 36 (1)**

**B. CERTIFICATED**

**1. Adult Education Instructors' List 2025-26 School Year:**

Approve the addition of Julianne Doyle, Ciara Fanara, and Dena Juncisek to the 2025-26 Part-time Adult Education Instructors' List.

**2025-12 36 (2)**

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

Approve the addition of Eric Primuth and Heidi Perella to the 2025-26 High School Substitute Teachers' List as assigned and approved.

**2025-12 36 (3)**

**3. Resignation/Retirement:**

Accept the retirement of Patricia Valukievic, Health Careers Instructor, effective June 30, 2026.

**2025-12 36 (4)**

**4. Replacement:**

Approve the replacement of Health Careers Instructor.

**2025-12 36 (5)**

**5. Resignation/Retirement:**

Accept the retirement of Josephine Everhart, Education Professions Instructor, effective May 31, 2026.

**2025-12 36 (6)**

**6. Replacement:**

Approve the replacement of Education Professions Instructor.

**2025-12 36 (7)**

**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 – December 2025*

**2025-12 36 (8)**

**8. Resident Educator Program/Career Technical Teacher Mentorship Program:**

Per Article 12, "Additional Compensation, H. Resident Educator Program" and "I. Career Technical Teacher Mentorship Program," add Stacey McNamara to the approved list of Lead Instructors for the 2025-26 school year to be paid by authorized time sheet at the current Summer Work rate, reimbursed up to 15 hours.

**2025-12 36 (9)**

9. **Resident Educator Program/Career Technical Teacher Mentorship Program:**  
Per Article 12 "Additional compensation, H. Resident Educator Program" and "I. Career Technical Teacher Mentorship," approve Christopher Tonic (First-Year Educator) to be reimbursed up to thirty (30) hours for the 2025-26 school year. All to be paid by authorized time sheet at the current Summer Work Rate.

**2025-12 36 (10)**

**C. CLASSIFIED**

**1. Classified Substitute List 2025-26 School Year:**

Approve the addition of Andrea Rupp to the 2025-26 Classified Substitute List.

**2025-12 36 (11)**

**2. Employment:**

Per Resolution #2025-10 33 (7), approve Shari Warman as Part-time Administrative Assistant, effective November 19, 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).

**2025-12 36 (12)**

**3. Student Employment:**

Approve the employment of Liam Schad to perform services on an as needed basis at the current Student Employment Rate effective for the 2025-26 school year.

**2025-12 36 (13)**

**ROLL CALL:**

Ms. O'Mara \_\_\_\_\_ Mrs. O'Neill \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_

Ms. Thomas \_\_\_\_\_ Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_

Mrs. Burke \_\_\_\_\_ Mr. Felber \_\_\_\_\_ Mrs. Malec \_\_\_\_\_

Move: Jacquelyn Arendt Second: Gary Suchocki Status: Passed: 8-0

**XIII. NEW BUSINESS – Non-personnel**

Resolution # 2025-12 37 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 December 2025*

**2025-12 37 (1)**

**2. Donations:**

Accept donations as per Resolution #1976-167.

- *Donations December 2025*

**2025-12 37 (2)**

**3. Amend Professional Meeting Days Resolution #2025-8 27 (4):**

Amend dates of travel to ACTE's CareerTech Vision Conference from December 9-12, 2025 to December 8-12, 2025.

**2025-12 37 (3)**

**4. Professional Meeting Days:**

Approve Executive Assistant Melinda Jencson to attend ACTE's National Policy Seminar in Washington, D.C., March 22-25, 2026. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

**2025-12 37 (4)**

**5. Professional Meeting Days:**

Approve Adult Education Coordinator Joseph Lupia to attend NATE Unite 2026 Conference in Las Vegas, Nevada, February 22-26, 2026. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

**2025-12 37 (5)**

**6. Professional Meeting Days:**

Approve Student Support Services Specialist Claudette Knestrick to attend AVECO Veterans Annual Conference in Austin, Texas, July 10-15, 2026. Expenses to be paid in accordance with CVCC Board Policy and Administrative Guidelines. Trip subject to cancellation by Superintendent dependent upon world events.

**2025-12 37 (6)**

**7. Approve Agreement:**

Approve Clinical and Training Facility Contract Agreement between Cuyahoga Valley Career Center and Vista Springs to allow CVCC Adult Education STNA students to complete clinical requirements and participate in their Nurse Aide Training Program.

- *Vista Springs Clinical Contract 11-2025*

**2025-12 37 (7)**

**8. Approve Agreement:**

Approve Agreement between Cuyahoga Valley Career Center and Parma Fire Department to allow CVCC Adult Education Emergency Medical Technology students to complete clinical experiences. This agreement shall be in effect for five (5) years, beginning October 9, 2025.

- *Parma Fire Dept. EMT Agreement 11-2025*

**2025-12 37 (8)**



**9. Approve Agreement:**

Approve Agreement between Cuyahoga Valley Career Center and Community Care Ambulance to allow CVCC Adult Education Emergency Medical Technology students to complete clinical experiences, effective April 2, 2025 through April 2, 2030.

- *Community Care Ambulance Agreement 11-2025*

**2025-12 37 (9)**

**10. Approve Agreement:**

Approve Agreement between Cuyahoga Valley Career Center and the City of Defiance for CVCC to provide ChatGPT and AI Training for two (2) employees beginning on November 5, 2025

- *City of Defiance AI Agreement 11-2025*

**2025-12 37 (10)**

**11. Authorize Change Order:**

Authorize a change order in an amount not to exceed \$147,750.00 for Panzica Construction Company for the Material, Delivery and Set in Place of HVAC equipment.

WHEREAS, the District has previously contracted for construction manager at risk services with Panzica Construction Company; and

WHEREAS, the items listed on an attached document were not in the original scope of Panzica's contract; and

WHEREAS, Panzica has solicited bids for the items listed on the attached document and the work associated; and

WHEREAS, Panzica has submitted a change order for the \$147,750.00 for the work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Cuyahoga Valley Career Center, Counties of Cuyahoga and Summit, Ohio, that:

Section 1. The Treasurer of this Board is hereby authorized to sign, acknowledge and deliver, in the name of and on behalf of the School District, a change order for the items listed on the attached document in an amount not to exceed \$147,750.00.

Section 2. The Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other actions as are desirable, advisable, necessary or appropriate, to consummate the transactions contemplated by this Resolution.

Section 3. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This resolution shall be in full force and effect from and immediately upon its adoption.

- *PCO #053R.1-HVAC Lab Equipment*

**2025-12 37 (11)**

**12. Approve Strategic Plan and Accompanying Road Map to the Future:**

Approve and adopt the 2025-2030 Strategic Plan and accompanying Road Map to the Future, as presented.

- *CVCC Strategic Plan 2025-2030*
- *CVCC 2025-26 Road Map to the Future*

**2025-12 37 (12)**

ROLL CALL:

Mrs. O'Neill \_\_\_\_\_ Mr. Suchocki \_\_\_\_\_ Ms. Thomas \_\_\_\_\_

Mr. Virost \_\_\_\_\_ Mrs. Arendt \_\_\_\_\_ Mrs. Burke \_\_\_\_\_

Mr. Felber \_\_\_\_\_ Mrs. Malec \_\_\_\_\_ Ms. O'Mara \_\_\_\_\_

Move: Mr. Suchocki Second: Eva O'Mara Status: Passed: 8-0

**XIV. ADJOURN**

**7:36 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: Robert Felber Second: Jennifer Burke Status: Passed: 8-0

\*Next meeting: Organizational Meeting on Thursday, January 8, 2026 at 5:30 p.m. in Conference Room A;  
Regular Meeting immediately following.

\* APPROVED: 

\* ATTESTED: 

\* DATE: 1-8-2026