

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**JANUARY 14, 2010**

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Williams at 7:30 p.m. on Thursday, January 14, 2010, in the Career Center.

**ROLL CALL**

Roll Call showed members Mr. James Barnard, Mr. Frank Besancon, Mr. Christopher Crawford, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mrs. Susan Marlar, Dr. Gregory Roadruck, Mr. Earl Rupp, Mr. Philip Schlabach, Mr. Doug Stuart, and Mrs. Sue Williams in attendance.

Mrs. Tammy Cruise was unable to attend meeting.

**PUBLIC BUDGET HEARING**

Mr. Williams noted that the Public Budget Hearing was open.

The General Fund Budget is based on the Five Year Forecast approved in October, 2009. At this point, state foundation receipts are estimated to remain the same with property taxes also remaining approximately the same after the final reduction in Personal Property Taxes. Projected expenses consider salaries and benefits decreasing in the General Fund due to retirements and resignations with positions either not being filled or replaced with employees earning less. Also two employee's costs for salaries and benefits are being returned to the Adult Education Fund. In addition a percent of the cost of our three maintenance employee's salaries and benefits are being moved to the required 034 OSFC Maintenance to offset the cash transfer from the General Fund. Other budget items remain at near the same cost with a small increase in the cost of purchased services (utilities) and an increase in transfers due to required monies being moved to the 034 Maintenance Fund. Overall, the General Fund Budget for FY11 is \$75,000 less than the FY10 Budget, \$11,857,500 compared to \$11,932,500. The FY11 Budget for all Funds totals \$31,643,910. Any news from the state that affects this budget will be reflected in a Five Year Forecast update and adjusted prior to appropriations being adopted for the FY11 Fiscal Year.

A motion by Mrs. Grim was seconded by Mr. Keener to close the Public Budget Hearing and proceed with the January Regular Meeting.

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**PUBLIC BUDGET HEARING – (Con't)**

Roll call vote on the motion was as follows: Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Janice Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; and Mrs. Williams, yes.

The motion was carried.

**BOARD MINUTES**

A motion by Mr. Barnard was seconded by Dr. Roadruck to approve the minutes from the December 16, 2009, Regular Board Meeting.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Dr. Roadruck, Mr. Rupp, Mr. Schlabach, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

**SUPERINTENDENT'S REPORT**

A motion by Mr. Besancon was seconded by Dr. Roadruck to approve the Superintendent's Report as follows:

1. Director's Report
2. Principal's Report
3. OSFC Update  
We will give a brief update on new information and meetings regarding the OSFC renovation project at this time.
4. Guidance Counselor Breakfast  
The monthly Wayne County Guidance Counselor's Meeting was held at the Old School House Restaurant on Wednesday, January 13<sup>th</sup> at 8:30 a.m. The Culinary Arts program made a breakfast buffet and host the counselors.
5. Adult Education Catalogs  
The new Adult & Community Education Catalog was distributed to over 60,000 residents in the community. Some classes began as early as January 4, 2010.

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SUPERINTENDENT'S REPORT – (Con't)

6. Board Recognition and Certificates of Appreciation

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Dr. Roadruck, Mr. Rupp, Mr. Schlabach, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

**TREASURER CONSENT AGENDA**

A motion by Mr. Crawford was seconded by Mr. Barnard to approve the Treasurer Consent Agenda as follows:

1. Finance

- a. Approve the list of purchase orders for the month.
- b. Approve the Financial Reports for December 2009.
- c. Approve reducing the Adult Education/Evenstart Petty Cash Fund from \$5,000 to \$1,000.
- d. Approve the following transfers of appropriations within funds for the FY10 School Year:

Adult Education Workfirst Fund

From:

012 2200 100 9771	Salaries	\$1,500.00
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To:

012 1300 400 9771	Services	\$1,500.00
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- e. Notice that the Budget Hearing with the County Budget Commission will be on February 1, 2010 at 3:30 p.m. at the County Administration Building.
- f. Approve the Salary Schedule for classroom aides.

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TREASURER CONSENT AGENDA – (Con't)

- g. Approve the following Purchase Orders over \$5,000:
- 1) Shaffer Electric Company, bus heater installation, \$9,318.00.
  - 2) University of Akron Office of Student Financials, Fall 2009 Student Credit Hours (10 students), \$6,000.00.
  - 3) WCSCC Adult Education/Pell Grant Awards transferred for education costs for February 2010, \$50,000.
- h. Approve an amendment to the Student Memorial Fund #9409 expenditures list to include expenditure in the amount of up to \$100.00 for the purpose of dress code compliance items.
- i. Accept the following donations:
- 1) 2,000 pounds of Plate Steel from American Augers, Inc. for use by the Welding program, valued at \$160.00.
  - 2) Northern Telecom Norstar Compact Key Telephone System and components from AC Splitbolt, for use by our Telecommunications and Power Transmission program, valued at \$1,787.80.

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Janice Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; and Mr. Barnard, yes.

The motion was carried.

**SUPERINTENDENT'S CONSENT AGENDA**

A motion by Mr. Crawford was seconded by Dr. Roadruck to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- a) Supplemental contacts of \$100.00 per event for banquets and \$50.00 per event for breakfast banquets per the negotiated agreement for the following staff for the 2009-2010 year:

Andrew Arko

Robert Bercaw

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- b) It is recommended that the Board approve the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2009-2010 year:
- 1) Cheryl Scribber, Instructor, MOMS, Step 9, \$15.00 hourly.
  - 2) Barbara Fedorchak, Instructor, ABLE, ESL, MOMS, Work First, Work Force, Step 4, \$12.50 hourly.

2. Classified Employment

- a. Approval of a correction from the December motion for Andrea Neff to calendar dates of November 30, 2009 to January 29, 2010 (versus November 30, 2009 to January 27, 2010 on the December Board agenda).
- b. Approval of Jane Gwinn-Sigler, effective January 15, 2010 to June 30, 2010, to be paid as a Step 1 classroom aide per the Salary Schedule for Classroom Aides.
- c. Approval of Dawn Kapas, effective January 15, 2010 to June 30, 2010, to be paid as a Step 2 classroom aide per the Salary Schedule for Classroom Aides.
- d. Approval of Pamela Waggy, effective January 15, 2010 to June 30, 2010, to be paid as a Step 7 classroom aide per the Salary Schedule for Classroom Aides.
- e. Approval of Pamela Waggy for up to 35 hours of shopping for Early Childhood Education and Care, effective January 15, 2010 to June 30, 2010, at \$12.13 per hour.

3. Contracts

- a. Approve the following Consultant Contracts:
  - 1) Donna Beheyadt, Organize Everything, on or about March 17, 2010, \$70.00.
  - 2) Jason Black, Fight or Flight, on or about March 23, 2010, \$40.00.
  - 3) Jason Black, Dive Into Workplace Diversity, on or about April 27, 2010, \$40.00.
  - 4) Counseling Center, Stress Control Strategies, on or about February 23, 2010, \$90.00.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- 5) Counseling Center, Assertiveness Training, on or about March 3, 2010, \$90.00.
- 6) Counseling Center, Assertiveness Training, on or about May 12, 2010, \$90.00.
- 7) Diane Ohlsen, Guiding Children – Ages 6 to 12 Years, on or about May 4, 2010, \$70.00.
- 8) OSU Extension Service, Time & Stress – or “Survival Skills for Child Care Providers”, on or about January 21, 2010, \$70.00.
- 9) OSU Extension Service, When Did They Change That – Rules & Regulations Pertaining to Child Care, on or about January 28, 2010, \$52.50.
- 10) OSU Extension Service, Health & Safety in Family Child Care, on or about February 2 & 9, 2010, \$210.00.
- 11) OSU Extension Service, Health & Safety in Family Child Care, on or about April 15 & 29, 2010, \$210.00.
- 12) OSU Extension Service, Health & Safety in Family Child Care, on or about June 9 & 16, 2010, \$210.00.
- 13) OSU Extension Service, Live Well on Less, on or about April 14, 2010, \$70.00.
- 14) Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, on or about February 2010, \$1,000.00.
- 15) Greg Thompson, Adult, Child & Infant CPR, on or about January 13, 2010, \$165.00.
- 16) Greg Thompson, Adult, Child & Infant CPR, on or about March 10, 2010, \$165.00.
- 17) Greg Thompson, Adult, Child & Infant CPR, on or about May 12, 2010, \$165.00.
- 18) Tri-County ESC, Nurturing Parent Program for Families Learning Together, on or about February 2010, \$140.00.
- 19) United Way, Maps & Much More – Social Studies Standards, on or about January 26, 2010, \$70.00.
- 20) United Way, Celebrating Our Differences – Children With Special Needs, on or about February 16, 2010, \$70.00.
- 21) United Way, Once Upon A Time – Literacy Standards, on or about March 11, 2010, \$70.00.
- 22) United Way, Early Experiences Shape the Future – Infant / Toddler Program Standards (Birth to 36 Months), on or about May 6, 2010, \$70.00.
- 23) United Way, The Great Outdoors as a Great Classroom, on or about May 13, 2010, \$70.00.
- 24) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program, on or about February 2010, \$285.00.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

4. Volunteers

- a. Motion to approve the following volunteer for ESL & Adult Basic & Literacy Education (ABLE):

Jonathan Quicry      College of Wooster Student

Roll call vote on the motion was as follows: Mr. Crawford, yes; Mrs. Janice Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Barnard, yes; and Mr. Besancon, yes.

The motion was carried.

**GRANTS AND AGREEMENTS**

A motion by Dr. Roadruck was seconded by Mr. Crawford to approve the following Grants and Agreements:

- a. Approval of renewal of WCSCC Board Membership as a Wooster Area Chamber of Commerce member for a total of \$345.00.
- b. Approval to accept a grant from Community Action Wayne Medina in the amount of \$50,000 for the Families Learning Together (FLT) Program.
- c. Approval to apply for a grant with United Way of Wayne and Holmes Counties for the Families Learning Together (FLT) Program & Adult Basic Literacy Education (ABLE). A hard copy of the grant with final figures was provided the evening of the board meeting.
- d. Approval that the statement below be added to existing Adult Education student handbooks and the website:

Anyone convicted of a sexual offender crime will not be permitted to enroll in classes at WCSCC. Please note; conviction of any felony will restrict your ability to enroll in health related programs.

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**GRANT AND AGREEMENTS – (Con't)**

- e. Increase the amount of the contract with Rea and Associates for GAAP Services by \$1,200 to a maximum of \$8,800 for the FY09 Report. The original contract was approved on February 22, 2007 prior to the OSFC Renovation Project and COP's Financing being approved. Rea and Associates is requesting this increase to cover "Additional Time Beyond Engagement Scope".

Roll call vote on the motion was as follows: Mrs. Janice Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Barnard, yes; Mr. Besancon, yes; and Mr. Crawford, yes.

The motion was carried.

**FY11 BUDGET**

A motion by Mr. Crawford was seconded by Dr. Roadruck to approve the 2010-11 School Year Budget as presented.

The FY11 General Fund Budget is in line with the Five Year Forecast approved by the Board in October, 2009 in the total amount of \$11,857,500. The total Budget request is \$31,643,910 and includes the OSFC Renovation Project Funds

Roll call vote on the motion was as follows: Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; and Mrs. Janice Grim, yes.

The motion was carried.

**DOCUMENTS AND MATERIALS**

A motion by Mr. Stuart was seconded by Mr. Barnard to approve the following documents and materials:

- a. Approval of the following new, revised, and replacement policies:

1) Bylaw	147	Compensation (revised)
2) Bylaw	167	Non-Reemployment of the Treasurer (revised)
3) Policy	1340	Non-Reemployment of the Treasurer (revised)
4) Policy	1541	Termination and Resignation (revised)
5) Policy	2111	Parent and Family Involvement (replacement)



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DOCUMENTS AND MATERIALS – (Con't)

6) Guideline	2460	Special Education (revised)
7) Policy	3121	Criminal History Record Check (revised)
8) Policy	3140	Termination and Resignation (revised)
9) Guideline	3362	Anti-Harassment (revised)
10) Guideline	4362	Anti-Harassment (revised)
11) Guideline	5517	Anti-Harassment (revised)
12) Policy	5517	Anti-Harassment (revised)
13) Policy	5630	Corporal Punishment (revised)
14) Policy	5722	School-Sponsored Publications and Productions (replacement)
15) Policy	6152.01	Waiver of School Fees for Instructional Materials (revised)
16) Guideline	7540	Computer Technology and Networks (revised)
17) Policy	7540	Computer Technology and Networks (revised)
18) Guideline	7540.03	Student Network and Internet Acceptable Use and Safety (revised)
19) Policy	7540.03	Student Network and Internet Acceptable Use and Safety (revised)
20) Policy	7540.04	Staff Network and Internet Acceptable Use and Safety (revised)
21) Policy	7542	Network Access from Personally-Owned Computers and/or Other Web- Enabled Devices (new)
22) Policy	7543	Utilization of the District's Website and Remote Access to the District's network (new)
23) Policy	8320.01	Personal Information Systems (new)
24) Policy	8462	Student Abuse and Neglect (revised)

b. Approval of the following overnight field trip request:

<u>DATE</u>	<u>STAFF</u>	<u>TYPE OF TRIP</u>
2/11-2/13/10	Bartter/Wellert	National Farm & Machine Show Louisville, KY – Ag Mechanics Students
3/9-3/12/10	McDonald/Huffman	ACTE Leadership & Policy Seminar Washington, D.C.–SLC Student Ambassadors

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Dr. Roadruck, Mr. Rupp, Mr. Schlabach, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

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**EXECUTIVE SESSION**

A motion by Mr. Crawford was seconded by Dr. Roadruck to go into Executive Session at 8:04 p.m. for the purpose of discussing personnel.

Roll call vote on the motion was as follows: Mrs. Lawson, yes; Mrs. Marlar, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Janice Grim, yes; and Mr. Keener, yes.

The motion was carried

President Williams called the Board back into Regular Session at 8:40 p.m.

**ADJOURNMENT**

A motion by Dr. Roadruck was seconded by Mr. Barnard to adjourn the January Regular Board Meeting at 8:42 p.m.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Dr. Roadruck, Mr. Rupp, Mr. Schlabach, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

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President

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Treasurer