

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
OCTOBER 23, 2008

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Grim at 7:30 p.m. on Thursday, October 23, 2008, in the Career Center.

ROLL CALL

Roll Call showed members Mr. Frank Besancon, Mr. Christopher Crawford, Mrs. Janice Grim, Mrs. Susie Lawson, Mrs. Denise Parker, Mr. Earl Rupp, Mr. Doug Stuart, and Mrs. Sue Williams in attendance.

Mr. Dennis Finley resigned from the Dalton Local Board of Education in October. At this point a replacement has not been appointed to the Career Center Board.

Dr. Gregory Roadruck entered the meeting at 8:05 p.m. during the Superintendent's Report.

Mr. James Barnard, Mrs. Tammy Cruise, and Mr. Philip Keener were unable to attend the meeting.

Leigha Evans, WCSCC Student Ambassador, led the Pledge of Allegiance to the flag.

STUDENT RECOGNITION

The Board of Education recognized the achievements of the following students:

Scott Taylor, CNC Programming, Adult & Community Education Student of the Month.
Bree Stillwagner, Operating a Business, WCSCC Student of the Month from Triway.
Stefan Hensel, Interactive Media, WCSCC Student of the Month from Triway.
Alisha Tope, Early Childhood Education & Care, WCSCC Student of the Month from Wooster.
Diamond Evans, Pre-Nursing, WCSCC Student of the Month from Wooster.

EMPLOYEE RECOGNITION

The Board of Education recognized the achievements of the following employees:

Joan Kanne, Adult & Community Education Practical Nursing Instructor.

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OUTSTANDING BUSINESS PARTNER

The Board of Education recognized Tricia Marie's Salon as the October Outstanding Business Partner.

BOARD MINUTES

A motion by Mr. Stuart was seconded by Mrs. Williams to approve the minutes from the September 25, 2008, Regular Board Meeting.

Voice call vote on the motion was as follows: Mr. Besancon, Mr. Crawford, Mrs. Grim, Mrs. Lawson, Mrs. Parker, Mr. Rupp, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

SUPERINTENDENT'S REPORT

A motion by Mrs. Lawson was seconded by Mr. Crawford to approve the Superintendent's Report as follows:

1. Director's Report
2. Principal's Report
3. Annual Report
The 2007-2008 annual report is currently underway. Information is being gathered and laid out in a format similar to last year. This publication will be ready for distribution on November 6th for our Advisory Committee Meetings which will begin with refreshments in room F23 at 6:00.
4. Community Appreciation Day Clip
The Student Activities Coordinator will show a 2-minute clip of the Community Appreciation Day Car Show that was televised on the "Handy Randy" show.
5. OSFC Update
The Superintendent will give a brief update on new information and meetings regarding the OSFC renovation project.
6. Calamity Day
September 15, 2008, has been submitted to the Ohio Department of Education for approval as a Calamity Day due to a power outage resulting from high winds. WCSCC will have four days remaining for the 08-09 school year.

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SUPERINTENDENT'S REPORT – (Con't)

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

The motion was carried.

TREASURER'S CONSENT AGENDA

A motion by Mrs. Williams was seconded by Mr. Stuart to approve the Treasurer's Consent Agenda as follows:

1. Finance

- a. Approve the list of purchase orders for the month.
- b. Approve the Financial Reports for September 2008.
- c. Approve the following Appropriation Transfer within funds for the FY09 School Year:

General Fund

From:

001 2500 500	Fiscal Supplies	\$600.00
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To:

001 2500 600	Fiscal Equipment	\$600.00
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- d. Correction of a fund transfer approved in September, the amount of the transfer is \$2,961.42 from the General Fund to the Summer School Rotary Account.
- e. Approve a contract with Squires, Sanders, and Dempsey to provide "written plan" requirements of the final IRS Regulations under IRC Section 403(b), and to otherwise assist with operational compliance with the requirements of IRC 403(b) at a cost of \$1,450.

New IRS requirements need to be in place before January 1, 2009. Several other local school districts are using a consultant or legal firm to help with their compliance.

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TREASURER'S CONSENT AGENDA – (Con't)

- f. Approve the October 2008 update of the Five Year Forecast and Assumptions as presented:

As noted as part of the Assumptions, current economic conditions make forecasting very difficult for this year and beyond. It is very possible that additional cuts in state funding or other factors could reduce revenues or increase expenditures. This forecast will be updated and presented to the Board as soon as possible if or when additional information becomes available that changes the forecast.

Please note this forecast projects revenues at approximately the same amount each year while increasing expenditures for salaries by 4 percent and benefits by 8 per cent each year. Should this happen, then an operating levy would be needed before FY13. However, it is very possible that increases in student enrollment may generate more state dollars for the district. On the other hand, it is just as likely that the state may need to make additional reductions that could affect our funding. This forecast was developed with the best available information at this time.

- g. Approve the following revision to SAA budget 903A /Principal's Account:

Fund Raising Activities	Added	Polo Rental Shirts	\$150.00
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Student Activity Expenses	Added	Purchase Polo Rental Shirts	\$198.00
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- h. Approve the following Purchase Orders over \$5,000:
- 1) Wooster Printing and Litho, printing costs for Winter/Spring 2009 Adult Education Course Catalog, mail prep, CD, and 14 hours of prep and design, \$18,635.00.
 - 2) WCSCC Board Fee Pays, refunds/payment of fees for students on free/reduced lunches for the 08-09 School Year, \$34,012.57.
- i. Approve the creation of an Electronics Customer Service account
- j. Approve the following donations:
- 1) Gerstenslager Company, donation of a Canon Image Runner 330S copier to Electronics and Computer Technology, no value.
 - 2) Ruth Glessner, donation of a 1989 Buick LeSabre Estate to Auto Technologies program, \$500.00 value.
 - 3) Ohio Pork Producers, donation of \$1,871.18 for the purchase of pork loins for Student/Parent Orientation .

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TREASURER'S CONSENT AGENDA – (Con't)

- 4) Techni Graphic Systems, \$500.00 food donation for Community Appreciation Day.

k. Approve the disposal of the following inventory:

- 1) Two sets of outdated software previously stored in the Science lab including a Biology bundle and a middle school Science bundle. Serial numbers are CI-6775, CI-6780 & CI-6675B.

Roll call vote on the motion was as follow: Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Grim, yes; Mrs. Lawson, yes; Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; and Mrs. Williams, yes.

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

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

1. Certified Employment

- a. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2008-2009 year:

- 1) Pamela Vorkapich, Adult Education Instructor, Step 20, \$21.00 hourly – Supplemental.

- b. Approve X-Option pay for the following Certified Personnel:

Amber Abrecht	\$7,029.75
Rod Martell	\$5,774.44
Shelly Perry	\$7,029.75
Gary Wimer	\$5,523.38
Lynette Boggs	\$4,017.00
Vallie Tew	\$4,268.06
Chris Boyan	\$7,029.75
Keri Merickel	\$7,029.75
Janice Anderson	\$7,029.75
Joann Tabellion	\$7,029.75

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Mike Morabito	\$5,523.38
Rich Grimes	\$4,770.19
Terry Vickers	\$4,268.06
Mike Boggs	\$7,029.75

- c. Recommending the movement of Andrew Cerniglia, Dean of Students, to Class 6, Step 8 (Master's +30) from Class 5, Step 8, based on the completion of 30+ credit hours of coursework beyond the completion of his Master's degree. This is per the Certified Negotiated Agreement.
- d. Correction of compensation for Donna Ehlert, Extra Help Tutor. Donna Ehlert should be compensated at a Step 5 Masters rate of \$25.66 rather than a Step 5 Bachelors rate of \$22.69 as described in her Contract dated August 28, 2008 per the Negotiated Agreement.
- e. Employment of Jill Swander-Reed, substitute, for the 2008-2009 school year pending receipt of BCI/FBI background check, effective September 1, 2008.
- f. Employment of the following persons as substitutes in the area(s) indicated for the 2008-2009 school year pending receipt of BCI/FBI background checks:

CERTIFIED

Jamie Lindeman – General
Jan King – General
Scott Thayer – Welding
Shelley Dixon – Dental
Melody Martell – Medical Assisting
Beverly McCoy - Academics

- g. Employment of the following for 2008-2009 Supplemental Positions per the negotiated agreement:

2008-09 Supplemental Positions

Weekday After School monitor for the purpose of detention, as needed per Student Services Supervisor, paid at \$12 per hour:

Kelly Rosenberger
Danielle Connelly
Rod Martell

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- h. Approve extended days for the following Certified Personnel for FY09:
 - 1) James Young, DIT Coordinator, 5 extended days.
- i. Resignation of the following persons:
 - 1) Judy Carpenter, Adult Basic & Literacy Education Instructor, effective, October 31, 2008.
 - 2) Rachel Manson, Child Care Aide for Even Start, effective August 1, 2008.
 - 3) Jill Swander-Reed, substitute, effective July 23, 2008.

2. Consultant Contracts

- a. Approve the following Consultant Contracts:
 - 1) Every Women's House, Domestic Violence presentation for MOMS program, on or about November 6, 2008, \$30.00.
 - 2) OSU Extension Service, Health & Safety in Family Child Care, on or about October 16, 2008, \$35.00.
 - 3) OSU Extension Service, Health & Safety in Family Child Care, on or about October 23, 2008, \$105.00.
 - 4) STEPS, Fetal Alcohol Syndrome presentation for MOMS program, on or about November 19, 2008, \$52.50.
 - 5) Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, on or about November 2008, \$1,000.00.
 - 6) Jeromy Straub, First Aid Basics, on or about September 23 & 30, 2008, \$210.00.
 - 7) Jeromy Straub, Adult, Child & Infant CPR, on or about October 15, 2008, \$140.00.
 - 8) Jeromy Straub, Adult, Child & Infant CPR, on or about October 28, 2008, \$140.00.
 - 9) Jeromy Straub, First Aid Refresher, on or about October 1, 2008, \$105.00.
 - 10) Wooster Community Hospital, Domestic Violence presentation for MOMS program, on or about November 20, 2008, \$35.00.
 - 11) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program, on or about November 2008, \$760.00.

3. Volunteers

- a. Approve the following volunteers for Adult Basic & Literacy Education (ABLE):

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

Jesse Hamman Retired teacher & owner of Berkey Trophies
Larry Witherspoon, Jr. Frito-Lay employee

Roll call vote on the motion was as follow: Mr. Crawford, yes; Mrs. Grim, yes; Mrs. Lawson, yes; Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; and Mr. Besancon, yes.

The motion was carried.

REGULAR AGENDA

1. A motion by Mr. Crawford was seconded by Dr. Roadruck to approve the following Grants and Agreements:
 - a. Approval of a contract with WQKT for advertising during high school basketball games (approximately 28 games at \$42 per game).
 - b. Approval of an agreement between WCSCC and Staff Development Educators for Professional Development on 10/16/08 and 10/17/08 for a total of \$10,312.50.
 - c. Approval of a contract with Lawhon and Associates, Inc., Maintenance Plan Advisor for the OSFC renovation project for a total of \$19,600.

Roll call vote on the motion was as follow: Mrs. Grim, yes; Mrs. Lawson, yes; Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Besancon, yes; and Mr. Crawford, yes.

The motion was carried.

2. A motion by Dr. Roadruck was seconded by Mr. Crawford to approve the following Documents and Materials:
 - a. Job Descriptions
 - 1) Custodian
 - 2) Maintenance
 - 3) Maintenance Custodian
 - 4) Supervisor Career-Technical Nursing
 - b. Seeking approval of the following overnight field trip requests:

<u>DATE</u>	<u>STAFF</u>	<u>TYPE OF TRIP</u>
10/22/08-10/24/08	Mary Lou Lisic	National Tech Prep Showcase
11/20/08-11/21/08	Pam Vorkapich	SkillsUSA Fall Leadership Conference

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REGULAR AGENDA – (Con't)

5/16/09-5/19/09	Andrew Arko	Sr. Culinary Arts class trip to the National Restaurant Association Food Show
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Voice call vote on the motion was as follows: Mr. Besancon, Mr. Crawford, Mrs. Grim, Mrs. Lawson, Mrs. Parker, Dr. Roadruck, Mr. Rupp, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

JANUARY 2009 ORGANIZATIONAL AND REGULAR BOARD MEETING

A motion by Dr. Roadruck was seconded by Mr. Besancon to set the date for the January Organizational Meeting on January 15, 2009, beginning at 7:00 p.m. with the January Regular Meeting to immediately follow the Organizational Meeting.

Roll call vote on the motion was as follow: Mrs. Lawson, yes; Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Besancon, yes; Mr. Crawford, yes; and Mrs. Grim, yes.

The motion was carried

EXECUTIVE SESSION

A motion by Dr. Roadruck was seconded by Mr. Crawford to go into Executive Session at 8:20 p.m. to discuss Personnel, specifically the Administrative Handbook.

Roll call vote on the motion was as follow: Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Grim, yes; and Mrs. Lawson, yes.

The motion was carried

Mrs. Grim called the Board back into Regular Session at 9:07 p.m.

ADJOURNMENT

A motion by Dr. Roadruck was seconded by Mr. Crawford to adjourn the October Regular Board Meeting at 9:08 p.m.

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

The motion was carried.

President

Treasurer