

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**NOVEMBER 16, 2011**

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 Wednesday, November 16, 2011, in the Career Center.

**ROLL CALL**

Roll Call showed members Mrs. Tammy Cruise, Mr. Curt Denning, Mr. Philip Keener, Mrs. Susie Lawson, Mrs. Susan Marlar, Mr. Robert Reynolds, Dr. Gregory Roadruck, Mr. Doug Stuart, Mrs. Sue Williams, and Mr. Douglas Zook in attendance.

Mr. Frank Besancon entered the meeting at 7:35 p.m. during Student and Staff Recognition.

Mrs. Janice Grim and Mr. Earl Rupp were unable to attend the meeting.

Katie Scheibe and Brady Maurer led the Pledge of Allegiance to the Flag.

**STUDENT RECOGNITION**

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

Kelsey Gillispie, Early Childhood Education & Care, WCSCC Student of the Month from Triway.

Tyler Eley, Printing Technologies, WCSCC Student of the Month from Triway.

Katie Scheibe, Patient Care Technologies, WCSCC Most Improved Student from Triway.

Andrew Beck, Hospitality, WCSCC Most Improved Student in Extra Help from Triway.

Brady Maurer, Patient Care Technologies, WCSCC Student of the Month from Wooster.

Nicole Riffle, Printing Technologies, WCSCC Student of the Month from Wooster.

Heather Shearer, Early Childhood Education & Care, WCSCC Most Improved Student from Wooster.

Kevin Pohalski, Ag Mechanics/Power Technologies, WCSCC Most Improved Student in Extra Help from Wooster.

Sarah Frontz, Computer & Accounting Office Specialist, WCSCC AE Exceptional Student.

Randall Hall, Precision Machining, WCSCC AE Most Dedicated Student.

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**EMPLOYEE RECOGNITION**

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

Deborah Plank, WCSCC VOSE Coordinator, WCSCC Staff Excellence Award.

**HOME SCHOOL PARTNER RECOGNITION**

The Board of Education recognized Triway Local Schools and Wooster City Schools.

**BOARD MINUTES**

A motion by Mrs. Lawson was seconded by Mr. Keener to approve the minutes from the October 19, 2011, Regular Board Meeting.

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**SUPERINTENDENT'S REPORT**

A motion by Mrs. Besancon was seconded by Mrs. Cruise to approve the Superintendent's Report as follows:

1. Director's Report
2. Principal's Report
3. Important Upcoming Dates and Times
  - a. Sophomore Visits will take place during the school day on November 17, 18, and 21.
  - b. Open House will be held on Thursday, December 1<sup>st</sup> from 5-8 p.m. in the Commons.
  - c. The Staff Holiday Party and Chili Cook-Off, hosted by the M&M Committee, will take place in the Commons on Tuesday, December 20<sup>th</sup> from 3-5 p.m.
  - d. Tail Gate Party.
  - e. School Visits.

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SUPERINTENDENT’S REPORT – (Con’t)

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**TREASURER’S CONSENT AGENDA**

A motion by Mr. Besancon was seconded by Mrs. Cruise 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 October 2011.
- c. Approve the following Transfer of Appropriation for the FY12 School Year:

General Fund

From:

001 1300 200	Instruction Benefits	\$ 60,000.00
001 2200 700	Support Equipment	7,500.00
Total Transfers Out		\$67,500.00

To:

001 2100 400	Nurse Services	\$ 60,000.00
001 2700 600	Plant Permanent Imp	7,500.00
Total Transfers In		\$ 67,500.00

- d. Approve the current Board President as the President Pro-tem for the 2012 Organizational Meeting and to set the first item of business for the January Regular Meeting as the Public Budget Hearing.

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TREASURER'S CONSENT AGENDA – (Con't)

- e. Approval to increase student workers' hourly rate to \$7.70 per hour to agree with the state minimum salary effective January 2012.
  
- f. Approval to accept the following donations:
  - 1) Donation of \$200 from Orrville Mother's Study Club to be used in the Families Learning Together Program.
  - 2) Donation of one Echo Backpack Blower, valued at \$175, to the Buildings and Grounds program from the College of Wooster/Beau Mastrine, Director of Campus Grounds.
  - 3) Donation of \$25 from James and Elizabeth Kleinfelter for the Kay Myers Scholarship Fund.
  - 4) Donation of \$50 from Jackie and Mark Shrock for the Kay Myers Scholarship Fund.
  - 5) Donation of \$25 from Donald and Joanne LaPalme for the Kay Myers Scholarship Fund.
  - 6) Donation of \$40 from Jack and Linda Runion for the Kay Myers Scholarship Fund.
  - 7) Donation of \$70 from Gary and Elizabeth Lowe for the Kay Myers Scholarship Fund.
  - 8) Donation of \$25 from Michael and Elaine Hammer for the Kay Myers Scholarship Fund.
  - 9) Donation of a 2000 Saturn LS2, approximate value of \$2,220, from Mr. James Young for use in the Auto Technologies program.
  - 10) Donation of a pill crushing device, no value available, from Michael French, 2011 AE LPN Graduate, for use in the Practical Nursing program.
  - 11) Donation of the use of two tents for the WCSCC Tailgate Party from Terry Bumgardner of the Smithville Community Fireman's Benefit Association.
  
- g. Approve the following Purchase Orders over \$5,000:
  - 1) WCSCC Board Fee Pays, free/reduced lunch fee waiver funds, \$2,944 (under \$5,000, but needs Board approval).
  - 2) WCSCC Board Fee Pays, free/reduced lunch fee waiver funds, \$2,562 (under \$5,000, but needs Board approval).
  - 3) WCSCC Board Fee Pays, free/reduced lunch fee waiver funds, \$1,185 (under \$5,000, but needs Board approval).
  - 4) WCSCC Adult Education/Direct Loans, Direct Loan Awards transferred for education costs for December 2011, \$15,000.
  - 5) WCSCC Adult Education/Pell Grant, Pell Grant Awards transferred for education costs for December 2011, \$15,000.
  - 6) Orlo Auto Parts, Inc., tool boxes and sets for 11 students in the WCSCC Truck Mechanics program, \$7,025.26.

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- 7) Kentucky Fair & Expo Center, event tickets for students at the National Farm Machinery Show and Championship Tractor Pull, \$6,466.
- 8) Wooster Printing, Fall/Winter Adult & Community Education Catalog, \$10,995.55.

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mrs. Cruise, yes; Mr. Denning, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Stuart, yes; Mrs. Williams, yes; and Mr. Zook, yes.

The motion was carried.

**SUPERINTENDENT'S CONSENT AGENDA**

A motion by Mr. Stuart was seconded by Mr. Keener to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- a. Approval of the following for 2011-2012 Supplemental Positions per the negotiated agreement:

**2011-2012 Supplemental Positions**

Chris Boyan	2.5%	Yearbook Advisor
Aaron Miller	\$12/hour	Weekday School Monitor

- b. It is recommended that the Board approve Pamela Vorkapich, High School Senior Practical Nursing Instructor, to be paid 1/7 of her salary for teaching a 0 period class for the 2011-2012 school year.
- c. Amber Abrecht, Animal Care and Management Instructor, moved to Class II, Step 6 due to the completion of required course work/semester hours/licensure per the negotiated agreement, effective at the beginning of the 2011-2012 school year since requirements were completed prior to the start of the school year.
- d. Approval of pay scale movement, due to required course work/semester hours, for the following personnel as Extra Help Tutor for the 2011-2012 school year on an as needed basis, per time sheets, pay based on appropriate placement on the Certified Salary Schedule for Teacher Assistants/Tutors per the negotiated agreement:

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	<u>Step</u>	<u>Hourly Rate</u>
Kelly Calderone	5 Masters	\$25.66

- e. Employment of the following individuals to substitute in area(s) indicated. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last Name	First Name	Teaching Area
Ferrara	Karen	School Nurse – BSN, Step 1 - \$23.00 per hour
Zehe	Betty	Name Correction – was submitted as Yehe for Sept. 21, 2011 BOE Meeting
Zehe	Christopher	Name Correction – was submitted as Yehe for Sept. 21, 2011 BOE Meeting

2. Classified Employment

- a. Approval of Bonnie Shields’, Cashier, request for an unpaid leave of absence through January 3, 2012.

3. Contracts

- a. Approval of the following Consultant Contracts:

- 1) Greg Thompson, Adult, Child & Infant CPR, on or about November 16, 2011, \$185.
- 2) Denise Simpson, design work for Main Street Orrville Banners, \$40.

4. Volunteers

- a. Approval of the following volunteers for the Adult Basic & Literacy Education Program:

David Bricker	Teacher at Triway High School
William Nichols	Retired from Cloverleaf Board of Education
Freda Nichols	Retired from Cloverleaf Board of Education

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

Roll call vote on the motion was as follows: Mrs. Cruise, yes; Mr. Denning, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; and Mr. Besancon, yes.

The motion was carried.

**GRANTS AND AGREEMENTS**

A motion by Mr. Besancon was seconded by Mr. Zook to approve the following Grants and Agreements:

- a. Approval of the Prescriptive & Custom Program Project Application for Grid Smart from AEP Ohio.
- b. Approval of renewal of WCSCC Board Membership as an Ohio ACTE Educational Institutional Member for the 2011-2012 school year for a total of \$1,000.
- c. Approval to request services, choose vendors, and enter into contracts for local and long distance telephone service, wireless voice service, and Internet access to meet the requirements of the Universal Service Fund/Schools and Libraries Division Program for the next funding year. The program, also known as "e-rate", provides us with a 70% discount on these services.
- d. Approval of a Rental Agreement for Facilities Usage between WCSCC and The University of Akron Wayne College (Boyer Gymnasium) for the Senior Recognition Ceremony on or about May 22, 2012.
- e. Agree to enter into a contract with WQKT/WKVX for advertising during 28 high school basketball game broadcasts plus extras from December 2011 to February 2012 for a total of \$1,176.

Roll call vote on the motion was as follows: Mr. Denning, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; Mr. Besancon, yes; and Mrs. Cruise, yes.

The motion was carried.

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**DOCUMENTS AND MATERIALS**

A motion by Mrs. Lawson was seconded by Mrs. Cruise to approve the following documents and materials:

- a. Approval of revisions to the Adult & Community Education Employee Handbook of Policies & Procedures.
- b. Approval of the revisions to the Adult & Community Education 120+ Schedule Staff Handbook Leave Policies.
- c. Approval of the following overnight field trip request:

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
11/11-11/13/11	Barb Nichols	Key Club Key Leader Conference Recreation Unlimited Ashley, OH

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**JANUARY ORGANIZATION AND REGULAR BOARD MEETINGS**

A motion by Mrs. Lawson was seconded by Mr. Keener to set the date and time for the January 2012 Organizational Meeting as January 11, 2012 at 7:00 PM, with the January Regular Meeting to immediately follow.

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**ADJOURNMENT**

A motion by Mr. Besancon was seconded by Mr. Zook to adjourn the November Regular Board Meeting at 8:38 p.m.



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ADJOURNMENT – (Con't)

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

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President

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Treasurer