

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
NOVEMBER 19, 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 Wednesday, November 19, 2008, in the Career Center.

ROLL CALL

Roll Call showed members Mr. Christopher Crawford, Mrs. Tammy Cruise, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mrs. Denise Parker, Dr. Gregory Roadruck, Mr. Earl Rupp, Mr. Doug Stuart, and Mrs. Sue Williams in attendance.

Mr. Frank Besancon entered the meeting at 7:43 p.m. during Board Committee Reports.

Mr. James Barnard entered the meeting at 8:25 p.m. during the Superintendent's Report.

Dalton Local School District Board of Education had not appointed a replacement for Mr. Dennis Finley to date.

Sebastian Jackson, WCSCC Student Ambassador, led the Pledge of Allegiance to the flag.

STUDENT RECOGNITION

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

Roger Hess, Evening Adult Practical Nursing Student, Adult & Community Education Student of the Month.

Aaron Lewis, Telecommunications/Power Transmission, WCSCC Student of the Month from Orrville.

EMPLOYEE RECOGNITION

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

Debbie Becker, Financial Aid Coordinator.

HOME SCHOOL PARTNER RECOGNITION

The Board of Education recognized Orrville City Schools Board and Mr. Jon Ritchie, Superintendent, attended the meeting.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

BOARD MINUTES

A motion by Dr. Roadruck was seconded by Mr. Stuart to approve the minutes from the October 23, 2008, Regular Board Meeting.

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

The motion was carried.

SUPERINTENDENT'S REPORT

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

1. Director's Report
2. Principal's Report
3. OSFC Update

The Superintendent gave a brief update on new information and meetings regarding the OSFC renovation project.

4. Annual Report

The 2007-2008 annual report is completed and at your place for your information. Information has been gathered and laid out in a format similar to last year. This publication was ready for distribution on November 6th at our Advisory Committee Meetings and will be distributed to other groups such as home school principals and area business representatives that our Superintendent meets with.

5. Advisory Committee Meetings

The communications and community relations advisory committee meeting was Thursday, November 6, 2008, beginning at 7:00 p.m. in F-23. We shared information about enrollment, changes in our marketing program, and accomplishments thus far in the year. We also had group discussions of the current trends/needs and record insights and suggestions from our committee members.

6. Board and Administrative Goals

As requested by our Board members, we have inserted a section prior to the agenda on Board and Administrative Goals.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S REPORT – (Con't)

7. Marketing and Retention

The Superintendent, Director of Operations, and the Marketing and Retention Coordinator will present information from the HSTW Guidance and Public Information sub-committee on Marketing and Retention. This group has been working with Mark Perna.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Cruise, Mrs. Grim, Mr. Keener, 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. Cruise was seconded by Mrs. Lawson 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 2008.
- c. Appoint the current Board President as the President Pro-tem for the 2009 Organizational Meeting and to set the first item of business for the January Regular Meeting as the Public Budget Hearing.
- d. Establish Fund Number 004 to account for LFIs during the OSFC Renovation Project.
- e. Establish Fund Number 011 9008 to account for the local share of receipts and expenditures during the OSFC Renovation Project.
- f. Establish Fund Number 011 9009 to account for the state share of receipts and expenditures for the OSFC Renovation Project.
- g. Approve the following Transfers of Appropriations within Funds

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

TREASURER'S CONSENT AGENDA – (Con't)

Lunchroom Fund

From:

006 3100 500	Supplies	\$ 150.00
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To:

006 3100 400	Purchased Services	\$ 150.00
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Adult Education WorkFirst Fund

From:

012 1300 100 9790	Inst Salaries	\$ 9,000.00
012 1300 200 9790	Inst Benefits	2,000.00

Total Transfers Out	\$11,000.00
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To:

012 2200 100 9790	Support Salaries	\$9,000.00
012 2200 200 9790	Support Benefits	2,000.00

Total Transfers In	\$11,000.00
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- h. Approve the following Purchase Orders over \$5,000:
 - 1) Squires, Sanders & Dempsey, addition to PO #830 for legal services, \$5,560.39.
- i. Approval of a \$34 payment to Matt Morrison. Matt is a former Wayne County Schools Career Center student who participated in the October 22-24 trip to Cincinnati for the National Tech Prep Showcase. Matt provided his own transportation and this payment is reimbursement for travel expenses. The funds for this reimbursement are to come from The University of Akron Tech Prep Grant monies. (Account 018-9650).
- j. Approval of the reimbursement of a \$44.00 background check fee for volunteers at the Gault Family Learning Center from the Family Learning Center Rotary account.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

TREASURER'S CONSENT AGENDA – (Con't)

- 1) Donald Been
- 2) Janet Calhoun
- 3) Jim Collier
- 4) Douglas Fate
- 5) Catherine Graves
- 6) Emily Hartzler
- 7) Cheryl Oswald
- 8) George Shambaugh
- 9) Larry Witherspoon, Jr.

k. Approve the following donations:

- 1) 1988 Buick Electra Park Avenue from R.D. Wiles to the Auto Technologies Program, \$900.00.
- 2) \$250.00 to the Construction Technologies Program from Home Builders Association of Wayne & Holmes Co.

Roll call vote on the motion was as follow: Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; Mr. Keener, 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 Mr. Crawford was seconded by Mrs. Lawson to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- 1) Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2008-2009 year:
 - 1) Scott Brown, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly – Supplemental.
 - 2) Tamara Jackson, Instructor, MOMS, ES, PAT, Step 9, \$15.00 hourly.
 - 3) Lara Schmidt, Trade & Industry Apprenticeship Instructor, Step 6, \$21.00 hourly.
 - 4) John Norris, Welding and related courses, Step 10, \$25 hourly pending BCI/FBI and approval of teacher licensure.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- 5) Matt Carr, VoSE Coordinator, be compensated at Class 1, Step 0, for 27 days, beginning on or about November 10th, 2008.

2. Classified Employment

- a. The state minimum wage will go to \$7.30 per hour effective January 1, 2009. Therefore, increase student workers' hourly rate to \$7.30 per hour to agree with the State Minimum Salary.
- b. Employment of Tom Smith pending submittal of all required documentation as Custodian at Class 3, Step 6, for 145 work days and 7 holidays effective December 1, 2008.
- c. Employment of the following Classified persons as substitutes in the area(s) indicated for the 2008-2009 school year pending receipt of BCI/FBI background checks:

Barbara Miller – Administrative Assistant
Shirley Cipolla – Custodian

3. Consultant Contracts

- a. Approve the following Consultant Contracts:
 - 1) Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, on or about December 2008, \$1,000.00.
 - 2) Jeromy Straub, First Aid Basics, on or about November 4 & 11, 2008, \$210.00.
 - 3) Jeromy Straub, Adult, Child & Infant CPR, on or about November 12, 2008, \$140.00.
 - 4) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program, on or about December 2008, \$760.00.

4. Textbooks

- a. Approval of Arnheim's Principles of Athletic Training textbook (13th edition, 2008) as it is a new edition of the book previously used in ESSM.
- b. Approval of General Science AGS Publishing, copyright 2004, ISBN #0-7854-3646-4 for Life Skills Science.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

5. Volunteers

- a. Approve the following volunteers for Adult Basic & Literacy Education (ABLE) & English for Speakers of Other Languages (ESL):

Jane Bartha	College of Wooster Student
Janet Calhoun	Retired Teacher
Michael Cynkar	College of Wooster Student
Caroline Drozdiak	College of Wooster Student
Averell Gatton	College of Wooster Student
Andrew Gress	College of Wooster Student
Emily Hartzler	Books in Stock Employee
Erik Hernandez	College of Wooster Student
Taryn Higgins	College of Wooster Student
Fernanda Iunes	College of Wooster Student
Soraya Maani	College of Wooster Student
Kayla Miller	College of Wooster Student
Andrew Schultz	College of Wooster Student
Ilana Soorenki	College of Wooster Student
Rebecca Thomas	College of Wooster Student
Laura Valencia	College of Wooster Student

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

The motion was carried.

403(b) PLAN RESOLUTION

A motion by Mrs. Cruise was seconded by Mr. Keener to adopt the following resolution #08-7:

A resolution adopting a section 403(b) plan and appointing the Treasurer to administer the plan.

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

The motion was carried.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

ERATE CONTRACTS

A motion by Mrs. Cruise was seconded by Mr. Stuart to enter into contracts and choose vendors 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 filing form 471. The program, also known as "Erate," provides us with a 60% discount on these services.

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

The motion was carried.

HVAC SYSTEM RESOLUTION

A motion by Mr. Crawford was seconded by Mrs. Williams to adopt the following resolution #08-8:

A resolution acknowledging the Mitsubishi City Multi VRFZ System as a single source product for the HVAC system for the renovations and additions to the Wayne County Career Center as part of the district's Ohio School Facilities Commission Vocational Facilities assistance program project.

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

The motion was carried.

OSFC PROJECT RESOLUTION

A motion by Mr. Crawford was seconded by Mr. Keener to adopt the following resolution #08-9:

A resolution approving a statement of probable construction cost, project schedule and schematic design documents relating to renovations and additions to the Wayne County Career Center and construction of a new Adult Education building to be constructed as part of the district's Ohio School Facilities Commission Vocational Facilities assistance program project.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

OSFC PROJECT RESOLUTION – (Con't)

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

The motion was carried.

BUILDING RESOLUTION

A motion by Mr. Crawford was seconded by Dr. Roadruck to adopt the following resolution #08-10:

A resolution approving the school district's program of requirements relating to the renovations and additions to the Wayne County Career Center and construction of a new Adult Education building to be constructed as part of the district's Ohio School Facilities Commission Vocational Facilities assistance program project.

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. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; and Mr. Keener, yes.

The motion was carried.

ARCHITECT RESOLUTION

A motion by Mrs. Cruise was seconded by Mr. Keener to adopt the following resolution #08-11:

- 6) A resolution authorizing the execution of an agreement for professional design services between the Board of Education of the Wayne County Joint Vocational School District and Harris/Day Architects, Inc. in connection with the Board's Ohio School Facilities Commission project.
- 2) An agreement for professional design services (Construction Manager involved).

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. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; Mr. Keener, yes; and Mrs. Lawson, yes.

The motion was carried.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

ARCHITECT AMENDMENT

A motion by Mr. Crawford was seconded by Mr. Keener to adopt the following resolution #08-12:

- 1) A resolution authorizing the execution of a first amendment to agreement for professional design services between the board of education of the Wayne County Joint Vocational School District and Harris/Day Architects, inc. in connection with the board's locally funded initiative portion of its Ohio School Facilities Commission project.
- 2) First amendment to the agreement for professional design services (Construction Manager involved).

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

The motion was carried.

ASBESTOS ABATEMENT AGREEMENT RESOLUTION

A motion by Mr. Keener was seconded by Mrs. Cruise to adopt the following resolution #08-13

A resolution authorizing the execution of an agreement for asbestos abatement consulting services between the Board of Education of the Wayne County Joint Vocational School District and Gandee & Associates, Inc. in connection with the Board's Ohio School Facilities Commission project.

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

The motion was carried.

DOCUMENTS AND MATERIALS

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

Advisory Committee Handbook.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

EXECUTIVE SESSION

A motion by Mrs. Lawson was seconded by Mr. Stuart to go into Executive Session at 9:23 p.m. for the purpose of discussing personnel, evaluations, and compensation.

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

The motion was carried.

Mrs. Denise Parker had to leave meeting during Executive Session.

Mrs. Grim called the Board back into Regular Session at 10:20 p.m.

ADJOURNMENT

A motion by Mrs. Cruise was seconded by Mr. Crawford to adjourn the November Regular Board Meeting at 10:21 p.m.

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

The motion was carried.

President

Treasurer