

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**DECEMBER 14, 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, December 14, 2011, in the Career Center.

**ROLL CALL**

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

Mr. Frank Besancon entered the meeting at 7:36 p.m. during Student Recognition.

Austin Wilson and Tyler Kinney led the Pledge of Allegiance to the Flag.

**STUDENT RECOGNITION**

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

Emily Hord, Early Childhood Education & Care, WCSCC Student of the Month from Northwestern.

Kendra Young, WCSCC Interactive Media, WCSCC Student of the Month from Northwestern.

Will Frankenberg, WCSCC Ag Mechanics/Power Technologies, WCSCC Most Improved Student from Northwestern.

Cecil Ridenour II, WCSCC Truck Mechanics, WCSCC Extra Help Student of the Month from Northwestern.

Austin Wilson, WCSCC Ag Mechanics/Power Technologies, WCSCC Student of the Month from Norwayne.

Kaitlyn Howard, WCSCC Practical Nursing, WCSCC Student of the Month from Norwayne.

Catherine Marty, WCSCC Ag Mechanics/Power Technologies, WCSCC Most Improved Student from Norwayne.

Tyler Kinney, WCSCC Ag Mechanics/Power Technologies, WCSCC Extra Help Student of the Month from Norwayne.

John Norris, Trade & Industry Apprenticeship Instructor, WCSCC Adult & Community Education Staff Member of the Month.

Michael Kasserman, Computer & Accounting Office Specialists Student, WCSCC Adult & Community Education Exceptional Student of the Month.

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**STUDENT RECOGNITION – (Con't)**

Janice Hunsberger, Medical Assisting Student, WCSCC Adult & Community Education Most Dedicated Student.

**EMPLOYEE RECOGNITION**

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

Amber Abrecht, WCSCC Animal Care & Management Instructor, WCSCC Staff Excellence Award.

**OUTSTANDING BUSINESS PARTNER**

Outstanding Business Partner of the month of December was Wooster Animal Clinic.

**HOME SCHOOL PARTNER RECOGNITION**

The Board of Education recognized Northwestern Local Schools and Norwayne Local School Districts.

**BOARD MINUTES**

A motion by Dr. Roadruck was seconded by Mr. Keener to approve the minutes from the November 16, 2011, Regular Board Meeting.

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

The motion was carried.

**SUPERINTENDENT'S REPORT**

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

1. Director's Report
2. Principal's Report

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SUPERINTENDENT'S REPORT – (Con't)

3. Open House

Open House was Thursday, December 1<sup>st</sup> from 5:00-7:00. Guests had the opportunity to tour the building, speak with faculty, learn about our student organizations, and explore further the many opportunities available at the WCSCC. All 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade students and their parents from around the county were invited to attend. Career-technical staff were in their labs and additional staff were stationed in different areas to help answer questions and guide our visitors around the building. Labs were open for exploration. Approximately 750 guests attended the Open House.

4. Adult Education Catalog

The winter/spring Adult & Community education catalog will be mailed to residents of Wayne County and surrounding areas during the last week of December. Catalog design and content are currently being updated. Additionally, listen to WQKT for radio advertisements, as well as commercials on local cable stations, to help promote spring enrollment.

5. Important Upcoming Dates and Times

- a. 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. Board members are invited.
- b. Upcoming Sophomore Visitation makeup dates are Tuesday, December 13<sup>th</sup>, Tuesday, January 17<sup>th</sup>, and Tuesday, February 14<sup>th</sup>. They will last all day.
- c. Parent/Teacher conferences will be held on Thursday, February 16<sup>th</sup> from 4-8 p.m.

6. SPARCC (Stark/Portage Area Computer Consortium)Software Consortium

The Board will be given an update regarding our potential switch from A+ to Plato and Florida Virtual for Credit Recovery and Blended Learning.

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

The motion was carried.

**TREASURER'S CONSENT AGENDA**

A motion by Dr. Roadruck was seconded by Mrs. Cruise to approve the Treasurer's Consent Agenda as follows:

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TREASURER'S CONSENT AGENDA – (Con't)

1. Finance

- a. Approve the list of purchase orders for the month.
- b. Approve the Financial Reports for November 2011.
- c. Approve the FY11 GAAP Report as received from Rea and Associates. Copies were available at the meeting for review.
- d. Approve selling the 2001 White Pickup Truck to Bea Nadelin for \$4,900, which is the high price offered through Craig's List. Item was listed for several weeks.
- e. Approval to accept the following donations:
  - 1) Donation of 15 boxes of candy canes from Michelle Bower to National Honor Society for the purpose of using for their Candy Cane Bouquet sales fundraiser. Approximate value is \$15.00.
  - 2) Donation of \$6,300 from the R.J. Mathews Company to the Animal Care and Management program for use in paying for certifications, field trips, and state competitions.
  - 3) Donation of \$150 to the Kay Myers Memorial Scholarship Fund from Steven and Dena Snyder for Mary Mastrine.
  - 4) Donation of a large box (at least 50) of 60 ml syringes (no needle) for use in the nursing lab for student demo and practice from Ida Sue School/school nurses.
  - 5) Donation of one used ambulance gurney, valued at \$400, to the WCSCC Criminal Justice Program from the Apple Creek Fire Department.
  - 6) Donation of a rehabilitation kit of Hip Kit and Button Aide for sensitivity training for high school and adult Nurse Aide Programs from Titus Yoder. Approximate value of \$55.
- f. Approve the following donations for door prizes during Open House on Thursday, December 1, 2011 for a total of \$985:

| door prizes 2011 |                    |       |            |
|------------------|--------------------|-------|------------|
| business name    | items donated      | value | winners    |
| Applebee's       | 1 - \$10 gift card | \$10  | Alex Furin |

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TREASURER’S CONSENT AGENDA – (Con’t)

|                                     |  |         |   |
|-------------------------------------|--|---------|---|
| Arbys                               | 2 free combo meals   | \$16    | Courtney Sustersic and Phillip Wentz  |
| Beall Ave. Car Wash & Detail Center | 2 gift certificates for one full service car wash                        | \$30.50 | Chelsea Cannon and Miranda Eckley   |
| Buchanan Place                      | \$5 gift certificate   | \$5     | Tara Rufener  |
| Burger King                         | 22 - free hamburger or cheeseburger                                      | \$22    | Amber Woodruff, Brandon Luginbuhl, Cody Carpenter, Crystal Ervin, Hope Lively, Kaitlynn Uphold, Kenneth Robart, Mitch Caskey, Ruby Schickluna, Tatiana Buckingham, Tiffaney Britton |
| Chipotle                            | Buy one, get one free cards, free chips and guacamole, 2 free item cards | \$24    | Bradley Wardell, Christa Conway, Garret Smith, Olivia Brunner   |
| Cinemark Movies10                   | 2 movie passes   | \$13.50 | Alexander Bevington, Nic Hamilton   |
| Dairy Queen                         | 1 - 8" ice cream cake  | \$19    | MacKenzie Blair   |
| Donatos                             | 4 - \$5 gift cards plus 4 - free 7" pizzas                               | \$37    | Anna Ressler, Crystal Hoff, Eric Likens, Katelynn Milliken, Kris Gray, Mariah Wudarzewski, Skye Dedic, Taylor Collier   |
| East of Chicago Pizza               | 1 large 3 topping pizza  | \$13.50 | Jacob Herman  |
| El Rancho Grande                    | 3 gift certificates for 1 lg. two item pizza                             | \$35    | Marwin Smith, Penny Mohler, Viviana Tracy   |
| Fiore's                             | 2- \$10 gift cards   | \$20    | Brianna Swartz  |
| Hartzler's Dairy & Café             | mug, candy, and \$5 gift certificate                                     | \$15    | Kelby Clason  |
| Jake's                              | 2 - \$10 gift certificates   | \$20    | Samantha Hodge, Emily Milburn   |
| JM Smucker Co                       | 1 gift box - \$65  | \$65    | Ashley Frame  |
| Muddy Waters                        | \$10 gift card   | \$10    | Kayla Hayhurst  |
| Panera Bread                        | bagel package  | \$9     | Olivia Yoder  |
| Papa John's Pizza                   | 5 large 1 topping pizzas (5 boxes)                                       | \$55    | Alexis Nichols, Alexis Norris, David Milton, Megan Christman, Zach Studer   |
| Pines Golf Course                   | 2 - 18 holes of golf   | \$34    | Daniel Saltzman, Trevor Shetler   |
| Pizza Hut                           | 2- free large 3 topping pizzas   | \$20    | Alexandra Lewis, Brooklyn Adcox   |

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TREASURER’S CONSENT AGENDA – (Con’t)

|   |  |                 |   |
|---|--|-----------------|---|
| Putt N Stuff  | 15 activity coupons divided into 5 groups of 3                         | \$90            | Ben Kirkbride, Elaina McCarthy, Michael Smith, Natalie Vodika, Tyler Wohlford   |
| Red Lobster   | \$5 gift certificates - 10   | \$50            | Gregory Mark, Haylea Twining, Katie Graybeal, Sarah Shaub, Rachel Shaub   |
| Riceland Golf Course                                | 2 cards for 9 holes of golf each                                       | \$26            | Dane Kick, Jeremiah Shilling  |
| Ron Houmard   | 3 Car Detailing items  | \$10            | Chris Bennett   |
| Sam's Pizza & Heroes                                | 5 \$5 Gift Cards   | \$25            | Dominique Bigmeat, Eric Stamp, Michael Viator, Tristin Martin, Tyler McCoy  |
| Sheer Professionals                                 | gift basket  | \$50            | Savannah Howell   |
| Shreve Pizza Parlor                                 | 2 one-topping large pizzas   | \$25            | Danielle Bertsch, Kyle Moomaw   |
| Starbucks   | coffee and ceramic mug   | \$20            | Brad Perchinski   |
| Taco Bell   | 20 - free 2 items of choice  | \$40            | Alisa Wilson, Ashley Bolin, Brittany Strickler, Casey Ice, Destiny Boreman, Faith Wade, Jesse Lincott, Marrissa Eckler, Martha Jenkins, Sarah Jackson |
| Tractor Supply Company                              | bucket with catalogs* added car detailing items donated by Ron Houmard | \$3             | Chris Bennett   |
| Triway Lanes  | 6 - free bowling passes  | \$19.50         | Brandon Roberts, Chas Kauffman, Thomas Howell   |
| University of Akron<br>Wayne College                | Bag with blanket and 2 mugs  | \$40            | Melanie Ley   |
| Walmart   | \$25 gift card   | \$25            | Tristan Weltlich  |
| Wayne Lanes   | 20 bowling passes - buy 1 get one free                                 | \$70            | Austin Martinez, Brent Schafer, Brian White, Bryce Swinehart, Derek Bowman, Gideon Hart, Jacob Bozman, John Brown, Levi Schar                         |
| WCSCC Landscape &<br>Plant Tech Customer<br>Service | 2 - 1 doz carnations each  | \$18            | Courtney Wengard, Danielle Menchaca   |
| <b>TOTAL VALUE</b>                                  |  | <b>\$985.00</b> |   |

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TREASURER’S CONSENT AGENDA – (Con’t)

- g. Approve the disposal of 20 copies of Projects for Enterprise using Office 2007.
- h. Approve the following Purchase Orders over \$5,000:
  - 1) WCSCC Adult Education/Direct Loans, Direct Loan Awards transferred for education costs for January 2012, \$75,000.
  - 2) WCSCC Adult Education/Pell Grant, Pell Grant Awards transferred for education costs for January 2012, \$75,000.
  - 3) Quandel, CM fees (post bid) – LFI share, \$16,227.68.
  - 4) Harris Day Architects, AE Fee (post bid) – local share, \$9,292.76.
  - 5) WCSCC Board Fee Pays, student fee waiver for students that qualify for free/reduced lunch as of 10/26/11, \$1,345.50 (under \$5,000 but requires Board approval).
  - 6) Wooster Printing and Litho, Winter 2011 catalog, \$10,995.55.
  - 7) Guenther Mechanical, Inc., Bulletin 52, \$18,972.70.

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

The motion was carried.

**SUPERINTENDENT’S CONSENT AGENDA**

A motion by Mrs. Cruise was seconded by Mr. Stuart to approve the Superintendent’s Consent Agenda as follows:

- 1. Certified Employment
  - a. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2011-2012 ear:
    - 1) George Johnson, Adult Education Instructor, Step 13, \$17.00 hourly.
  - b. 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      |
|-----------|------------|--------------------|
| Baechle   | Jenny      | Physical Education |
| Moffett   | John       | Academic           |

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

2. Classified Employment

- a. Resignation of Bonnie Shields, Cafeteria Monitor, effective the end of the day on December 5, 2011.
- b. Employment of Edward Hartmann, Welding Aide, per the 2011-2012 Classroom Aides Salary Schedule, Step 0, \$9.98 per hour, part time/hourly/as needed/per time sheets/regularly scheduled for the 2011-2012 school year.
- c. Employment of Monique Overstreet, Nursing Office Aide, effective December 5, 2011 part time/hourly/as needed/per time sheets/regularly scheduled, up to 12 hours per week, \$9.00 per hour per the Casual Labor Wage Scale.

3. Contracts

- a. Approval of the following Consultant Contracts:
  - 1) OSU Extension Service, Family Nutrition Information for Families Learning Together Program, on or about November 2011, \$50.
  - 2) OSU Extension Service, Family Nutrition Information for Families Learning Together Program, on or about December 2011, \$60.

4. Volunteers

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

James Duane Kurth                      Retired Teacher

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

The motion was carried.

**GRANTS AND AGREEMENTS**

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



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**GRANTS AND AGREEMENTS – (Con't)**

- a. Approval to host the Business Professionals of America (BPA) Competition at the Wayne County Schools Career Center on or about January 18, 2012. There will be no charge for facility use because this is a school related function.
- b. Approval to enter into an agreement to accept the 2012-2013 Student Planner Proposal from The Student Planner for student day planner/agenda books for the 2012-2013 school year per quote Q-610550.
- c. Approval to submit a renewal grant in the approximate amount of \$75,000 to the United Way of Wayne and Homes Counties for the Families Learning Together Program.
- d. Approval for a College Tech Prep Articulation Agreement by and between the Wayne County Schools Career Center and Kent State University Associate of Technical Study-Individualized Program, Category A.

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

The motion was carried.

**VALIC RESOLUTION**

A motion by Mrs. Lawson was seconded by Mrs. Marlar to approve the following Resolution #11-13: Authorizing Adoption of Plan Restatement with Valic, Inc. for our Deferred Compensation Plan.

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

The motion was carried.

**DOCUMENTS AND MATERIALS**

A motion by Mr. Keener was seconded by Mr. Besancon to approve the following documents and materials:

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DOCUMENTS AND MATERIALS – (Con't)

- a. Approval of revisions to the Adult & Community Education Licensed Practical Nursing Handbook.
- b. Approval of the Hazard Analysis and Critical Control Point (HACCP) Based Standard Operating Procedures for the WCSCC Cafeteria.
- c. Approval of the Wayne County Schools Career Center 2012-2013 School Year Calendar.
- d. Approval of the following overnight field trip request:

| <u>DATE</u>  | <u>STAFF</u>    | <u>EVENT/LOCATION</u>  |
|--------------|-----------------|--|
| 1/24-1/25/12 | Gregg Gillespie | Landscape and Plant Technologies<br>State FFA Landscape/Nursery CDE & OSU<br>Short Course/Trade Show<br>Greater Columbus Convention Center |

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

The motion was carried.

**EXECUTIVE SESSION**

A motion by Mrs. Lawson was seconded by Mr. Besancon to go into Executive Session at 8:50 p.m. for the purpose of discussing Evaluation of the Superintendent and Treasurer.

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

The motion was carried.

President Williams called the Board back into Regular Session at 9:10 p.m..

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**ADJOURNMENT**

A motion by Dr. Roadruck was seconded by Mr. Besancon to adjourn the December Regular Board Meeting at 9:11 p.m.

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

The motion was carried.

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President

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Treasurer