

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**DECEMBER 15, 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 Wednesday, December 15, 2010, in the Career Center.

**ROLL CALL**

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

Mr. Frank Besancon entered the meeting at 7:41 p.m. during Student Recognition.

Mrs. Tammy Cruise and Mrs. Janice Grim were unable to attend the meeting.

Students, Brandon Gerber and Mark Kover, led the Pledge of Allegiance to the flag.

**STUDENT RECOGNITION**

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

Brandon Gerber, Exercise Science and Sports Medicine, WCSCC Student of the Month from Dalton.

Mark Kover, Interactive Media, WCSCC Student of the Month from Dalton.

Kaitlin Sanderfer, Cosmetology, WCSCC Student of the Month from Central Christian.

Rachael Steffen, Business and Marketing Technologies, WCSCC Student of the Month from Central Christian.

**EMPLOYEE RECOGNITION**

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

Michelle Bower, WCSCC Guidance Counselor, WCSCC Staff Excellence Award.

Janet Palm, WCSCC GRADS Coordinator, WCSCC Staff Excellence Award.

Cole Jackson, WCSCC Maintenance, WCSCC Staff Excellence Award.

**OUTSTANDING BUSINESS PARTNER**

Venture Products, Orrville, is the Outstanding Business Partner for December.

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

**HOME SCHOOL PARTNER RECOGNITION**

The Board of Education recognized Dalton Local School District and Central Christian School. Mr. Larry Case, Dalton High School Principal, attended the meeting.

**BOARD MINUTES**

A motion by Mrs. Lawson was seconded by Mr. Stuart to approve the minutes from the November 17, 2010 Regular Board Meeting.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, 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. Crawford was seconded by Mr. Barnard to approve the Superintendent's Report.

1. Director's Report
2. Principal's Report
3. Open House

Open House was Thursday, December 2<sup>nd</sup> from 5:00-7:30. 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. 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. Over 700 guests attend 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 first week in January. Catalog design and content are currently being updated. Additionally, watch the newspaper in upcoming weeks for a couple of feature stories on some of our adult education students.

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

SUPERINTENDENT'S REPORT – (Con't)

5. Important Date

Christmas vacation is from Thursday, December 23<sup>rd</sup> through Friday, December 31<sup>st</sup>.  
School reconvenes on Monday, January 3<sup>rd</sup>.

6. OSFC Update

A brief update on new information and meetings regarding the OSFC renovation project was presented.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, 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'S CONSENT AGENDA**

A motion by Dr. Roadruck was seconded by Mr. Keener 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 November, 2010.

- 1) A quick review of the financial reports show that our "Bottom Line" or General Fund Ending Cash Balance for November ended \$9,369.00 less than estimated at \$5,939,948.00.

Overall receipts were \$62,746.00 more than estimated, while overall expenditures were \$72,115.00 more than estimated. The largest difference in the estimate of expenditures occurred in the supplies area where early processing of the payment for the cost of materials/uniforms/fees for Free and Reduced Lunch students took place in November, rather than later in the year.

- 2) Comparing last year to this year in our General Fund, the biggest difference is the cost of salaries and benefits shows a decrease from last year of \$184,257.00 through November.

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

TREASURER'S CONSENT AGENDA – (Con't)

Comparing two years ago, FY09, to this year in our General Fund, the biggest difference is the cost of salaries and benefits shows a decrease of \$235,894.00 through November.

- c. Approve the following Transfer as required by the OSFC Resolution for LFI purposes:

From:

003 Permanent Improvement Fund	\$145,614.96
--------------------------------	--------------

To:

004 LFI Fund	\$145,614.96
--------------	--------------

- d. Approve the following transfer of appropriation within funds for the 2010-2011 school year:

001 1300 500	Supplies	\$9,000.00
--------------	----------	------------

To:

001 2100 500	Marketing, Retention, and Recognition Supplies	\$9,000.00
--------------	---	------------

- e. Approve the FY10 GAAP Report as received from Rea and Associates.

Copies were available at the meeting for review.

- f. Approve employee payroll deduction for Healthy Life Screening.

This is a new program designed for health/wellness of our employees. The wellness fund will pay \$59.00 and the employee \$100.00 and this will allow payroll deduction of the employee's share.

- g. Approve to accept a donation of \$143.82 worth of gift certificates from Ryan's restaurant in Wooster for the STAR Student of the Month program.

- h. Approve for the Interactive Media customer services account to accept a donation of \$50.00 from the Wayne County Sports Hall of Fame.

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

TREASURER'S CONSENT AGENDA – (Con't

- i. Approve to accept a donation in the amount of \$400.00 from the Wayne Country Arts & Crafts Guild to be used by the Families Learning Together Program.
- j. Approve the following donations for doors prizes during Open House on Thursday, December 2, 2010 for a total of \$1,169.00:

Business Name	Address	Items donated	Dollar Value
American Nails	3786 Burbank Rd, Wooster, OH 44691	10 - \$20 gift certificates	\$200
Applebee's	3989 Burbank Rd. Wooster, OH 44691	\$10 gift card	\$10
Arbys	Cleveland Rd. Wooster, Oh 44691	6 gift cards/meal cards	\$35
Beall Ave. Car Wash & Detail Center	347 Beall Ave. Wooster, OH 44691	2 gift certificates for one full service car wash	\$30
Chipotle	4124 Burbank Rd. Wooster, OH 44691	2 free food coupons	\$14
Cinemark Movies10	4108 Burbank Rd. Wooster, OH 44691	2 movie passes	\$14
Dairy Queen	225 W High St. Orrville, OH 44667	8" Ice Cream Cake	\$18
Donatos	316 Beall Ave. Wooster, OH 44691	\$10 gift card	\$10
East of Chicago Pizza	304 W High St Orrville, OH 44667	1 - Large 3 topping pizza	\$15
El Rancho Grande	117 W. Liberty St. Wooster, OH 44691	3 gift certificates for 1 lg. two item pizza	\$32
Hartzler's Dairy & Café	5454 Cleveleand Rd. Wooster, OH 44691	Mug, candy, and \$5 gift certificate	\$15
Jake's The Place for Steak	344 Riffel Rd., Wooster, OH 44691	2 T-shirts	\$20
JM Smucker Co	Strawberry Lane Orrville, OH 44667	2 T-shirts	\$20
Kaleidoscope	4347 Cleveland Rd. Wooster, OH 44691	haircut and brush	\$20
McDonalds	3905 Burbank Rd. Wooster, OH 44691	3 free sandwiches, 3 free snack wraps, 4 free breakfast sandwiches, 10 free desserts	\$47
Nail Spa	4146 Burbank Rd. Wooster, OH 44691	\$10 gift certificate	\$10
Panera Bread	3934 Burbank Rd. Wooster, OH 44691	Bagel package	\$9
Pizza Hut	1831 Beall Ave. Wooster, OH 44691	4 - free large pizzas and 2 lunch buffets	\$60
Putt N Stuff	134 S Kansas Rd. Orrville, OH 44691	50 activity coupons divided in to 10-4s and 2-5s	\$90
Riceland Golf Course	11977 E. Lincoln Way Orrville, OH 44667	2 - 9 holes of golf	\$30
Sam's Pizza & Heroes	637 E. Main St., PO Box 452 Smithville, OH 44677	5 - \$5 Gift Cards	\$25.00
Sheer Professionals	2912 Cleveland Rd. Wooster, OH 44691	Free Hair cut in glass	\$31.50
Shreve Pizza Parlor	236 N. Main St. Shreve, OH 44676	2 1-topping Large Pizzas	\$23

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

TREASURER’S CONSENT AGENDA – (Con’t)

Starbucks	3872 Burbank Rd. Wooster, OH 44691	Coffee and travel mug	\$20
Taco Bell	1839 Beall Ave. Wooster, OH 44691	(2) 1 free item, 2 free items, 3 tacos, (2) 2 tacos and 1 sm drink	\$22
The University of Akron Wayne College	1901 Smucker Rd. Orrville, OH 44667	Tote bag, 1 stadium seat, travel mug, another mug, T-shirt, blanket	\$60
Triway Lanes	3392 Columbus Rd. Wooster, OH 44691	6 free bowling passes	\$19.50
Walmart	3883 Burbank Rd. Wooster, OH 44691	\$10 gift card	\$10
WCSCC	518 W. Prospect St. Smithville, OH 44677	7 mugs with shirts; Blanket and travel mug	\$108
WCSCC Landscape & Plant Technologies	518 W. Prospect St. Smithville, OH 44677	floral arrangement	\$16
Wayne Lanes	1983 E. Lincoln Way Wooster, OH 44691	20 bowling passes	\$60
University of Northwestern Ohio	1441 N. Cable Rd. Lima, OH 45805	3 T-shirts	\$45
ManCan	435 Beall Ave. Wooster, OH 44691	Gift Bag – Mug, T-shirt	\$30

- k. Approve to accept the amendment to the Wellness Rotary Account #018-9544.
- l. Approve to dispose of a Canon PC921 copier (serial number TVC29371) from the Gault Family Learning Center.
- m. Approve to remove up to 6 used white marker boards and 6 bulletin boards from inventory.
- n. Approve to donate up to 6 used white marker boards to the Wayne County Children Services Board.
- o. Approve the following Purchase Orders over \$5,000:
  - 1) Takedown Tactical, uniforms and equipment for 15 students on free/reduced lunch, \$5,924.70.
  - 2) OARnet, vSphere Enterprise Plus upgrade for virtualized server environment, \$5,070.60.
  - 3) WCSCC Adult Education/Pell Grant Awards transferred for education costs for January 2011, \$60,000.00.
  - 4) WCSCC Adult Education/Direct Loan Awards transferred for education costs for January 2011, \$60,000.00
  - 5) Stephen Fox, Early Retirement Incentive Program, \$11,187.70.
  - 6) Steve Miller, Early Retirement Incentive Program, \$10,493.35.

Roll call vote on the motion was as follows: Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, 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.

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

**SUPERINTENDENT'S CONSENT AGENDA**

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

1. Certified Employment

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

Last Name	First Name	Teaching Certification Area
Akins	Brittany	Vocational - Business
Bosler	Stan	AYA
Kiel	Deborah	AYA
Laird	Troy	AYA
Miller	Joshua	Criminal Justice
Smith	Justin	General
Stanton	Chad	Criminal Justice
Thompson	Sondra	AYA

- b) Approval of a supplemental contract for Shelly Perry to serve a mentor for Sarah Stahl for the 2010-2011 school year at 3% of her base salary per the negotiated agreement.
- c) Approval of Kathie Kister, Placement Coordinator Activities, \$29.23 hourly per time sheets, not to exceed 120 hours, for the 2010-2011 school year.
- d) Approval of employment of the following volunteers for Adult Basic & Literacy Education (ABLE) & English as a Second/Other Language (ESOL):
- 1) Tom Kearns, retired teacher of home schooled students.
  - 2) Gordon Shull, retired from College of Wooster.

2. Classified Employment

- a. Employment of Theda Neer part-time as needed to assist with inventory through June 30, 2011 at Step 0 of the Casual Labor Scale.
- b. Resignation of Kieunna Yeagley, Families Learning Together Instructor, effective November 30, 2010.

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

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- c. Accept the retirement of Tom Nadelin, Maintenance Manager, on December 31, 2010 and reemploy as Maintenance Manager for a new term effective January 1, 2011 to July 31, 2014 under terms of employment per retire/rehire contract.
- d. Approval of a Salary Continuation Agreement with Penny Schwanger, Central Supply Administrative Assistant, for a period of time not to exceed 45 days at her current daily rate.

3. Contracts

- a. Approve the following Consultant Contracts:
  - 1) Rick Mann, presentation to students on Dangers of Sexting, \$800.00 plus mileage.
  - 2) Elke Keppler-Bopp, German I, on or about March 3 – March 23, 2011, \$300.00.
  - 3) Elke Keppler-Bopp, German II, on or about April 13 – May 2, 2011, \$300.00.
  - 4) Dennis Lipp, Painting for the Fun of It, on or about February 7 – March 21, 2011, \$300.00.
  - 5) Dennis Lipp, Painting from the Heart, on or about February 3 – March 10, 2011, \$300.00.
  - 6) OSU Extension Service, Digging Yourself Out of Debt, on or about January 27, 2011, \$52.50.
  - 7) OSU Extension Service, Where Does My Money Go, on or about March 24, 2011, \$52.50.
  - 8) Joseph Rittenhouse, Intermediate Cha-Cha Dancing Series, on or about January 11 – February 22, 2011, \$52.50 per student – not to exceed 20 students.
  - 9) Joseph Rittenhouse, Beginner's Ballroom & Latin Dancing Series, on or about January 11 – February 22, 2011, \$52.50 per student – not to exceed 20 students.
  - 10) Joseph Rittenhouse, Intermediate Waltz Dancing Series, on or about March 1- April 26, 2011, \$52.50 per student – not to exceed 20 students.
  - 11) Joseph Rittenhouse, Beginner's Ballroom & Latin Dancing Series, on or about March 1 – April 26, 2011, \$52.50 per student – not to exceed 20 students.
  - 12) Joseph Rittenhouse, Intermediate Foxtrot Dancing Series, on or about May 3 – June 21, 2011, \$52.50 per student – not to exceed 20 students.
  - 13) Joseph Rittenhouse, Beginner's Ballroom & Latin Dancing Series, on or about May 3 – June 21, 2011, \$52.50 per student – not to exceed 20 students.



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

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

14) Amanda Saunders, Make It – Take It Meals, on or about March 22 – March 29, 2011, \$210.00.

15) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group, on or about January 2011, \$285.00.

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mr. Crawford, 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.

**GRANTS AND AGREEMENTS**

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

- a. Approval to enter into an agreement between Wooster SubAcute and the Wayne County Schools Career Center Practical Nursing Programs for the purpose of training and education of practical nursing students.
- b. Approval of renewal of WCSCC Board Membership as an Ohio ACTE Educational Institutional Member for 2010-2011 school year for a total of \$1,000.00.
- c. Approval to enter into an agreement between OARnet and the Wayne County Schools Career Center for the purchase of a vSphere Enterprise Plus upgrade to include the terms and conditions stated.
- d. Approval to enter into a 2010-2011 Cisco Networking Academy Agreement between the University of Akron and the Wayne County Schools Career Center from 7/1/2010 to 6/30/2011.
- e. 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.
- f. Approval of a Locally Funded Initiatives Memo of Understanding between the Ohio Schools Facilities Commission and the Wayne County Schools Career Center.

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

GRANTS AND AGREEMENTS – (Con't)

- g. Approval of an agreement with First Merit for Direct Deposit of Payroll.
- h. Approval of a clinical training agreement with the following facilities for Emergency Medical Services Training:
  - 1) Dunlap Community Hospital
  - 2) Summa Wadsworth-Rittman Hospital
  - 3) Wooster Community Hospital
- i. Approval to submit a renewal grant to United Way of Wayne and Holmes Counties for the ABLE/Families Learning Together programs.
- j. Approval to accept a grant in the amount of \$2,500 from the Wayne County Community Foundation to provide materials and supplies for the Mentoring Our Mothers for Success (MOMS) program.
- k. Approval to accept a grant in the amount of \$10,000 from the Wayne County Community Foundation to provide materials and supplies for the Adult Basic & Literacy Education (ABLE) program.
- l. Approval of an agreement with Eagle Vending and Concessions to provide coin-operated vending machines in the adult and staff dining areas through December 31, 2011.
- m. Approval of the payment of \$1,800 to Harris Day Architects for preparation of the AEP Grid Smart Kitchen Refrigeration Equipment Grant application and submittal of required supporting documentation.
- n. Approval of the payment of \$4,000 to Harris Day Architects for preparation of the AEP Grid Smart HVAC Grant application and submittal of required supporting documentation.

Roll call vote on the motion was as follows: Mr. Crawford, 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.

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

**DOCUMENTS AND MATERIALS**

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

- a. Approval of the Wayne County Schools Career Center 2011-2012 School Year Calendar.
- b. Approval of the following overnight field trip request:

<u>DATE</u>	<u>STAFF</u>	<u>TYPE OF TRIP</u>
1/25-1/26/11	Gregg Gillespie	FFA FFA State Nursery/Landscape CDE OSU short course, CENTS Trade Show & job fair Columbus Convention Center Columbus, OH

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

SECTION	NUMBER	TITLE
Policy	2260	Nondiscrimination and Access to Equal Educational Opportunity
Policy	2260.01	Section 504/ADA Prohibition Against Discrimination Based on Disability
Policy	3122	Nondiscrimination and Equal Employment Opportunity
Policy	3430.03	Call to Active Duty Leave
Policy	4122	Nondiscrimination and Equal Employment Opportunity
Policy	4430.03	Call to Active Duty Leave
Policy	5111.01	Homeless Students
Policy	5111.02	Educational Opportunity for Military Children
Policy	5459	Senior Placement of Students
Policy	5517.01	Bullying and Other Forms of Aggressive Behavior
Policy	8450	Control of Casual-Contact Communicable Diseases
Policy	9160	Public Attendance at School Events

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

The motion was carried.

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

**EXECUTIVE SESSION**

A motion by Dr. Roadruck was seconded by Mr. Barnard to go into Executive Session at 8:12 p.m. for the purpose of discussing Superintendent and Treasurer Evaluations.

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; and Mr. Crawford, yes.

The motion was carried.

President Williams called the Board back into Regular Session at 9:07 p.m.

**ADJOURNMENT**

A motion by Mr. Barnard was seconded by Mr. Crawford to adjourn the December 2010 Regular Board Meeting at 9:21 p.m.

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

The motion was carried.

---

President

---

Treasurer