

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
FEBRUARY 28, 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, February 28, 2008, in the Career Center.

ROLL CALL

Roll Call showed members Mr. James Barnard, Mr. Frank Besancon, Mr. Christopher Crawford, Mrs. Tammy Cruise, Mr. Dennis Finley, Mrs. Janice Grim, Mrs. Susie Lawson, Mrs. Denise Parker, Dr. Gregory Roadruck, Mr. Earl Rupp, and Mrs. Sue Williams in attendance.

The following reappointed Board Members were given the Oath of Office prior to the start of the meeting:

Orrville City Schools	Dr. Gregory Roadruck	Two Year Term
Triway Local Schools	Mrs. Tammy Cruise	Two Year Term

Mr. Philip Keener and Mr. Doug Stuart were unable to attend the meeting.

President Grim led the Pledge of Allegiance to the flag.

STUDENT RECOGNITION

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

London Arbogast, Medical Assisting, Student of the Month, Wooster High School.
Matt Morrison, Operating a Business, Student of the Month, Wooster High School.
Drew Hostetler, Culinary Arts, Student of the Month, Norwayne High School.
Ashley Wallace, Cosmetology, Student of the Month, Norwayne High School.
Clairice Shook, Computer Networking, Student of the Month, Home School.
Jacqueline Kula, Medical Office Specialist, Adult Education Student of the Month.
James Robinson, Building Maintenance Technology, Adult Education Student of the Month.

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EMPLOYEE RECOGNITION

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

Bea Nadelin, Food Service at the Gault Family Learning Center, Adult Education Staff Member of the Month.

OUTSTANDING BUSINESS PARTNER

The Board of Education recognized RBB Systems, Inc., as the Outstanding Business Partner of the Month.

HOME SCHOOL PARTNER RECOGNITION

The Board of Education recognized Norwayne Local School District and Wooster City School District. Mr. Larry Acker, Norwayne Local Superintendent, and Eric Bornstine, Wooster City High School, Associate Principal, attended the meeting.

SKILLSUSA UPDATE

Dustin Robertson updated the board on SkillsUSA activities.

BOARD MINUTES

A motion by Mr. Barnard was seconded by Mr. Crawford to approve the minutes from the January 15, 2008, Organizational and Regular Board Meetings.

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

The motion was carried.

TREASURER'S CONSENT AGENDA

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

- A. Approve the list of purchase orders for the month.
- B. Approve the following Appropriation Transfer within funds for the FY2008 School Year:

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TREASURER'S CONSENT AGENDA – (Con't)

General Fund

From:

001 1300 700 Vocational Replacement Equipment \$50,000.00

To:

001 1300 400 Vocational Services \$50,000.00

This Fiscal Year we are using more services from Tri-County ESC, Source One Group, and Tools for Schools

C. Amend our FY08 Certificate of Estimated Resources and Appropriations as follows:

Certificate of Estimated Resources:

Appropriations

413 Full Service Center	- 2,335.50	\$ 17,664.50
451 OneNet State Grant	- 2,500.00	\$ -0-
452 SchoolNet Grant	- 70.00	\$ 2,430.00
499 Other State Grants	+ 4,400.00	\$ 8,400.00
501 ABLE Federal Grant	+ 33,338.73	\$279,329.26
524 Vocational Ed Grant	- 46,138.99	\$398,861.01
572 Evenstart Federal Grant	+ 27,235.78	\$277,235.78
573 Chapter 2 Federal Grant	- 3,776.49	\$ 1,223.51
584 Drug Free Schools Grant	- 1,357.69	\$ 1,642.31
590 ITQ Grant FY08	+ 1,453.83	\$ 4,453.83

Total Amendment \$ + 10,249.67

Total Amount Available – Estimated
Certificate of Estimated Resources

\$20,798,821.44

Total FY08 Appropriations

\$17,295,391.09

A worksheet on the amended Certificate of Estimated Resources and Appropriations for FY08 was presented as part of the board exhibits.

This is the first amendment to the Certificate of Estimated Resources and Appropriations for FY08 and is to cover the difference between estimated grants and the actual amount approved for FY08. We had believed that there would be decreases in amounts available for our Adult Education's ABLE and Evenstart Grants. We had estimated an increase in the Perkins or Vocational Education Grants

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TREASURER'S CONSENT AGENDA – (Con't)

however, that did not happen. Instead, amounts remained about the same amount as last year.

D. Approve the Financial Reports for January 2008.

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

The motion was carried.

EMPLOYMENT

A motion by Mr. Crawford was seconded by Mr. Barnard to approve the staff changes:

A. Resignation of the following:

1. Norma Guidetti, part time Secretary/Receptionist, effective February 14, 2008.
2. Karen Zuercher, State Tested Nurse Aide Coordinator, effective February 22, 2008.
3. Barbara Wilson, Evening LPN Instructor, effective February 20, 2008.

B. Employment of the following persons as certified substitutes for the 2007-2008 school year:

1. Ellen Saurer, High School Nurse, \$25.25 per hour, RN/AD Step 21.
2. Dawn Tresch, High School Nurse, \$24.75 per hour, RN/AD Step 16.

C. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2007-2008 year:

1. Michelle Hedberg, Business Education Instructor, \$23.84 hourly – Supplemental.
2. Josi Weaver-Kranz, Business Education Instructor, \$27.41 hourly – Supplemental.
3. Julie Kastner, Instructor, ABLE, MOMS, WE, WF, Step 9, \$15.00 hourly.
4. Brian Peterman, Public Safety Services Instructor, Step 1, \$16.00 hourly.
5. Joan Kanne, Adult Practical Nursing Instructor, \$26.70 per hour up to 120 hours.

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EMPLOYMENT – (Con't)

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

The motion was carried.

SUPERINTENDENT'S REPORT

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

A. Director's Report

B. Principal's Report

C. OSFC Project Update

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

D. SkillsUSA Winners

A list of the contest winners was given at the board meeting.

E. Senior Recognition Ceremony

Please mark your calendars to attend the WCSCC Senior Recognition Ceremony on May 16, 2008, at 7:00p.m at the University of Akron Wayne College Gymnasium.

F. Retention and Marketing

A sub-committee of the HSTW Guidance and Public Information meet Monday, February 25, 2008, with Mark Perna on retention and marketing efforts for both high school and adult education. We will be reviewing current procedures and best practices from around the nation.

G. Other Upcoming Important Dates

A list of Spring Events was given at the board meeting. Also, Mrs. Lawson noted an important meeting coming up at the end of the year.

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

The motion was carried.

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OLD BUSINESS

Mr. Matt Sagone, Board Attorney, asked the Treasurer to confirm a 7% Architect Fee was acceptable. Mr. Finley asked if the district was 100% sure Leed's Certification was necessary on this project. Dr. Crain said "it was as verified by conferences with OSFC". Every attempt will be made to keep the project within budget. The Schematic Plan should be available in March from Harris Day. The Board could hold a special meeting if necessary.

GRANTS AND AGREEMENTS

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

1. Continue agreement with Rea and Associates, Inc. for the FY08 Audit Services at a cost of \$20,700. This is an increase in cost, but within reason, based on amounts other school districts and especially what other Career Centers pay for audits.
2. Agree to a contract with Pioneer Trails of Millersburg, Ohio for bus rental for Ag Mechanics trip to Louisville, KY for the National Farm Machinery Show, approximately \$2,000.00.
3. Approve request to apply for accreditation with American Association of Medical Assistants through The Commission of Accreditation for Allied Health Education Programs (CAAHEP). Once accreditation is approved, students will be able to sit for the Certified Medical Assisting Exam.
4. Agree to pay \$195.00 for Jenny Baechle, Educational Aide, to attend the Successful Co-Teaching Strategies Conference sponsored by the Bureau of Education and Research (BER) on March 3, 2008, in Independence, OH.
5. Agree to pay approximately \$105.00 for Diana Jamison, HSTW TRV Review Specialist, to stay overnight on March 4, 2008, while she completes her review of WCSCC .
6. Approve use of the Tri-County Education Service Center application and credentialing process for substitute employees.
7. Agree to serve as a Disaster Shelter for the American Red Cross.
8. Approve LuK to use the parking lots and restrooms on or about Saturday, June 28, 2008 for a bike-a-thon fund raiser for the American Cancer Society. An administrator will unlock and lock the building so there will be no cost to the district for staffing.

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

The motion was carried

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DOCUMENTS AND MATERIALS

A motion by Mr. Crawford was seconded by Mr. Barnard to approve the following documents and materials:

1. Adding the section "Requirements" to all current job descriptions.
2. Add wording to the "Qualifications" to all current classified job descriptions.
3. Associate School Partner Liaison – Job Description.

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

The motion was carried.

CONSULTANT CONTRACTS

A motion by Mr. Barnard was seconded by Mr. Crawford to approve the following consultant contracts:

1. Every Women's House, Ready or Not, Here I Go, on or about March 4, 2007, \$75.00.
2. Every Women's House, Healthy Relationships presentation for MOMS program, on or about March 14, 2008, \$60.00.
3. Bonnie Krueger, Organize for Spring, on or about March 11, 2008, \$52.50.
4. Thresa Loudin, Working Moms presentation for MOMS program, on or about March 19, 2008, \$30.00.
5. OSU Extension Service, Health & Safety in Family Child Care, on or about March 11, 2008, \$105.00.
6. OSU Extension Service, Live Well on Less, on or about March 3, 2008, \$70.00.
7. Amanda Raymond, Practical Skills Evaluator for EMT-B class, on or about February 9, 2008, not to exceed 6 hours at \$12.50 hourly.
8. Deborah Steiner, Practical Skills Evaluator for EMT-B class, on or about February 9, 2008, not to exceed 6 hours at \$12.50 hourly.
9. Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, on or about March 2008, \$1,111.10.
10. Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program, on or about March 2008, \$665.00.
11. Mary Yoss, Practical Skills Evaluator for EMT-B class, on or about February 9, 2008, not to exceed 6 hours at \$12.50 hourly.

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CONSULTANT CONTRACTS – (Con't)

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

The motion was carried

PURCHASE ORDERS

A motion by Mr. Crawford was seconded by Mr. Barnard to approve the following purchase orders over \$5,000.00:

1. Adult Education (SEOG Awards) \$15,000.00
2. Adult Education (Pell Grants) \$30,000.00

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

The motion was carried

DONATIONS

A motion by Mr. Crawford was seconded by Mr. Barnard to approve the following donations:

1. Yard Sign and materials and printing of 30 signs, to ABLE, from Tommy and Nicholas Fedorchak (approx value \$325.00).
2. Room Dividers, to ABLE/Even Start, from Robbin Christman (approx value \$400.00).
3. Various Open House Donations, to WCSCC Student Leadership Council, from various vendors (approx value \$1,141.00).

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

The motion was carried.

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VOLUNTEERS

A motion by Mr. Barnard was seconded by Mr. Crawford to approve the following volunteers for Adult Basic Literacy Education (ABLE), English for Speakers of Other Languages (ESOL) & Mentoring Our Moms for Success (MOMs) Programs:

Katie Dodson	Stay at home mom	Gault Family Learning Center Site
Donna Omahen		Gault Family Learning Center Site
Shanna Spingel	Timken	Gault Family Learning Center Site

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

The motion was carried.

MARCH REGULAR MEETING

A motion by Dr. Roadruck was seconded by Mr. Barnard to change the date for the March Board Meeting to March 13, 2008, at the same time and place.

Roll call vote on the motion was as follow: Mrs. Grim, yes; Mrs. Lawson, yes; Mrs. Parker, yes; Dr. Roadruck, yes; Mr. Rupp, no; Mrs. Williams, no; Mr. Barnard, yes; Mr. Besancon, no; Mr. Crawford, yes; Mrs. Cruise, yes; and Mr. Finley, yes.

The motion was carried

EXECUTIVE SESSION

A motion by Mr. Besancon was seconded by Mr. Barnard to go into Executive Session at 9:15 p.m. for the purpose of discussing personnel.

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

The motion was carried

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

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ADJOURNMENT

A motion by Mrs. Lawson was seconded by Mr. Crawford to adjourn the February Regular Board Meeting at 10:20 p.m.

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

The motion was carried.

President

Treasurer