

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
SEPTEMBER 19, 2012

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Stuart at 7:30 p.m. on Wednesday, September 19, 2012, in the Career Center.

Pledge of Allegiance was given by Andrew Cerniglia and Jeff Schleich.

ROLL CALL

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

Mr. Don Noble entered at 7:33 p.m.

Mr. Frank Besancon entered the meeting after Student and Staff Recognition.

PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS

Introduced Magni-Power, Executive Vice President Laks Venkataraman, Lisa Biddle, and Jerry Troxel as guests. Introduced Doug Black and parents as guests.

OUTSTANDING BUSINESS PARTNER RECOGNITION

Magni-Power Company, Executive Vice President Laks Venkataraman, Lisa Biddle, and Jerry Troxel.

STUDENT AND STAFF RECOGNITION

- a. Douglas Black, AE Precision Machining Apprentice who is sponsored by Bekaert-Contours
- b. Lisa Sweitzer-Zona, VOSE Coordinator, WCSCC Staff Excellence Award.
- c. Susie Lawson – Ohio ACTE 2012 Outstanding School Board Member Award.

Frank Besancon entered meeting at 7:40 p.m.

BOARD MINUTES

A motion by Mrs. Lawson was seconded by Mr. Denning to approve the minutes from the August 15, 2012, Regular Board Meeting.

Voice call vote on the motion was as follows: Mrs. Lawson, Mr. Denning, Mr. Besancon, Mrs. Grim, Mr. Keener, Mrs. Marlar, Mr. Noble, Mr. Reynolds, Dr. Roadruck,

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BOARD MINUTES – (Con't)

Mr. Steiner, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

A motion by Mrs. Williams was seconded by Mr. Keener to approve the minutes from the August 22, 2012, Special Board Meeting and the September 5, 2012, Special Board Meeting.

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

The motion was carried.

BOARD COMMITTEE REPORTS

Curriculum Committee Reports

Finance and Legislative Committee Reports

EXECUTIVE SESSION

A motion by Dr. Roadruck was seconded by Mrs. Williams to go into Executive Session at 7:50 p.m. for the purpose of discussing personnel.

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

The motion was carried.

President Stuart called the Board back into Regular Session at 8:02 p.m.

SUPERINTENDENT'S REPORT

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

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

OGT Retesting, Catch Up Café, OTES Training.

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SUPERINTENDENT'S REPORT – (Con't)

3. We are looking at transferring \$1,276.94 from general fund to summer school. This is to cover our 15 nursing students who took the online government class in the summer. If we had them take the class during the school year, they would have had to come in 0 period. This creates additional hardship for them and has juniors taking a government class, in order to fit it in to their schedule, and would have resulted in a \$2,220.00 stipend for a teacher for an additional class. It worked better to have flexibility for the nursing students to come in between their junior and senior year and take the class in i-Lab over the summer. Hence, the transfer of the \$1,276.94 to the summer school account.
4. Important Upcoming Dates and Times
 - a. Community Appreciation Day was Saturday, September 15th from Noon-3 p.m. There will be a SkillsUSA car show, health fair, kiddy carnival, manicures, face painting, great food, and many other exciting events.
 - b. Parent teacher conference will be on Thursday, October 4th from 4-8 p.m.
 - c. We will be taking a WCSCC Board of Education picture at the October 17th Board Meeting.
 - d. October 3, 2012 is the date for the OSBA Regional Conference at the Galaxy in Wadsworth.
 - e. Advisory Committee Meetings will be held on Thursday, November 1st. Additional information will follow soon.

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

The motion was carried.

TREASURER'S CONSENT AGENDA

A motion by Mrs. Lawson was seconded by Mr. Zook 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 August 2012.

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TREASURER'S CONSENT AGENDA – (Con't)

- i. Approval of the disposal of the following textbooks:
 - 1) Memmler's Anatomy and Physiology, 138 books
 - 2) Environmental Science, 100 books
 - 3) Global Systems Science Workbooks, 154 copies
 - 4) Working with Young Children, 33 books
 - 5) Basic Technical Mathematics, 4 books
 - 6) Calculus with Analytic Geometry, 1 book
 - 7) General Mathematics TE, 1 book
 - 8) PreCalculus 3rd ed., 1 book
 - 9) Algebra 1, 1 book
 - 10) HSPA Mathematics, 1 book
 - 11) PreCalculus, 8 books
 - 12) College Algebra, 8 books
 - 13) College Algebra Instructor's Solution Manual, 1 book
 - 14) College Algebra test book, 1 book
 - 15) PreCalculus Graphing Calculations Manual, 1 book
 - 16) PreCalculus Instr. Testing Manual, 1 book
 - 17) PreCalculus Instr. Solutions Manual, 1 book
 - 18) Business Math, 1 book
 - 19) Business Math Instr. Solutions Manual, 1 book
 - 20) Geometry, 17 books
 - 21) Algebra 2, 2 books
 - 22) OGT Ready, 1 set
 - 23) Mathematics Connections, 6 books
 - 24) Business Math Test Item File 4th ed., 1 book
 - 25) Business Math Test Item File 5th ed., 1 book
 - 26) Technical Math, 1 book
 - 27) Brief Review for Ohio OGT Math Test, 1 book
 - 28) Best Test Prep for the OGT Mathematics, 2 books
 - 29) Buckle Down Ohio OGT Math Book 3rd ed., 1 book
 - 30) Buckle Down Ohio OGT Math Book 4th ed., 1 book
 - 31) On the Guard II, the YMCA Lifeguard Manual, 3rd ed., 1997, Human Kinetics Publishers, Inc.

- j. Approval to remove the following from inventory and donate to Wooster Habitat for Humanity:
 - 1) Doctor's office exam table
 - 2) Credenza

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TREASURER’S CONSENT AGENDA – (Con’t)

k. Approval to accept the following donations:

- 1) Four \$50 amazon electronics gift cards from Nash Consulting as reward for having the most alumni and community members respond to a state survey.
- 2) Approval to accept a donation of scheduled 80 pipe in the approximate amount of \$30 from Ebner Furnaces for the welding program.
- 3) Five cases of data books to the Electronics and Computer Networking Program with an approximate value of \$500 from Barry Romich/Prentke Romich Corporation.
- 4) Student Achievement Incentive with a choice of either \$2,400 towards the purchase of any car, new or used, or a \$750 scholarship from Park Mazda for perfect attendance and clean discipline for one student.
- 5) Approval of the following donations for Community Appreciation Day:

Item	Quantity	Company	Value
Steak knives, notepads, pens, magnets, coupon	3 sets	Certified Angus Beef	100 approx.
Chicken Sausage	10 Cases; 50 doz. @\$6 doz.	Gerber Poultry	300
Gift Baskets	3 – 2 @\$50 and 1@ \$75	JM Smucker Company	175
\$25 Gift Cards	5	JM Smucker Company	125
Ice Cream Toppings	4 Cases	JM Smucker Company	153
Jif Magnets	50	JM Smucker Company	25
Pic Frame Magnets	50	JM Smucker Company	50
Martha White Pencils	50	JM Smucker Company	5
Smucker Pens	50	JM Smucker Company	5
Cash donation	1	United Titanium	300
Cash Donation	1	Reynolds Law Office	180
Ice Cream Sundae cups	50% off; Houmards paid balance	Smith Dairy/Barb & Ron Houmard	64
Potato Chips/Snacks	60% off – 21 cases of 44 per case, .19 each instead of .50 each; SkillsUSA paid balance	Shearer’s	287

l. Approve the following Purchase Orders over \$5,000:

- 1) WCSCC Adult Ed/Pell, Pell Grant Awards transferred for education costs for remainder of FY13, \$444,000.
- 2) WCSCC Adult Ed/Direct Loans, Direct Loan Awards transferred for education costs for remainder of FY13, \$580,000.

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- 3) ATI/Educational Resources, 0713 Adult Day students 1st semester of testing, \$9,112.
- 4) ATI/Educational Resources, 0514 High School Juniors entire year of testing, \$5,628.
- 5) ProCoat LTD, maintenance sealcoating and restriping of front driveways and visitor lots, \$7,980.
- 6) Baaron, Inc., student tool kits and safety items for Welding, \$11,242.40.
- 7) New Chef Fashion, Inc., uniform sets for Culinary Arts, \$5,286.25.
- 8) Grainger Wholesale, items for lighting system maintenance and maintenance supplies, \$9,171.30.
- 9) Tuition Reimbursement, FY12 c/o and FY13 Certified Staff tuition reimbursement, \$22,552.58.
- 10) Tuition Reimbursement, FY12 c/o and FY13 Classified Staff tuition reimbursement, \$5,495.00.

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

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

A motion by Mr. Besancon was seconded by Dr. Roadruck to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- a) Amber Abrecht, Animal Care and Management Instructor, moved to Class IV, Step 7 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement.
- b) Jennifer Casteel, Math Instructor, moved to Class IV, Step 5 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement.
- c) Resignation of Julie Kastner, Adult & Basic Literacy Education Coordinator, effective August 31, 2012.
- d) Resignation of Lynette Boggs, Engineering Technologies Instructor, effective at the end of the day on August 15, 2012.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- e) Approve the employment of Lynette Boggs, Supervisor, Step 2, effective August 16, 2012 through July 31, 2013 (240 day contract prorated to 230 days for 2012-2013 school year). Insurance individual/board split and STRS retirement pick-up at the same rate as the certified negotiated agreement.
- f) Approval for Pamela Vorkapich to be paid 1/7 of her salary for teaching zero period during the 2012-2013 school year.
- g) Approval of the employment of Janice Anderson, for advisor assistance in Business Professionals of America, part-time/hourly/as needed/per time sheets, not to exceed 40 hours, for the 2012-2013 school year at a rate of \$13.00 per hour Step 10 of the Casual Labor Scale.
- h) Approval of the following contracts through Tri-County ESC, for the purpose of employment, for the 2012-2013 school year at a cost of \$26,100:
 - 1) Helen Bartashus, Special Education Consultant, 34 days per school calendar
 - 2) Mike Warbel, Special Education Consultant, 26 days per school calendar
- i) Employment of the following for 2012-2013 supplemental positions per the negotiated agreement:

2012-2013 Supplemental Position

Al Zimmerman	3.0%	Mentor (for Jeff Mehling)
Catina Stecz	3.0%	Mentor (for Jenny Baechle)
Shelly Perry	3.0%	Mentor (for Amanda Mowrey)
Amy Tietz	3.0%	Mentor (for Elizabeth Nussbaum)
Joann Tabellion	3.0%	Resigns Mentor Position

(Note: Amy Tietz replaces Joann Tabellion, who was approved at the 8/15/12 board meeting)

- j) Approval of the employment of the following additional certified personnel as Extra Help Tutors for the 2012-2013 school year on an as needed basis, per time sheets. Pay based on the appropriate placement on the Certified Salary Schedule for Teacher Assistants/Tutors per the negotiated agreement:

<u>Name</u>	<u>Step</u>	<u>Hourly Rate</u>
Kelly Calderone	6 Masters	\$26.72
Gregg Gillespie	0 Bachelor	\$18.60
Betty Hoefges	0 Masters	\$20.36

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Catina Stecz	2 Bachelors	\$20.23
Theresa Morgan	3 Masters	\$23.54

- k) Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:
- 1) Janice Anderson, Adult Education Instructor, Step 20, \$21.00 hourly.
 - 2) Mike Boggs, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly.
 - 3) Warren Caskey, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 4) Kristopher Conwill, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 5) Denise Discipio, Adult Practical Nursing Instructor, AE1, Step 9, \$25.65 hourly – Supplemental.
 - 6) Kevin English, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 7) Matthew Fisher, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 8) Gary Frascione, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 9) Glenn George, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 10) Charles Hardman, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 11) Joshua Hunt, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 12) Dan Laubacher, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 13) Jeff Mehling, Trade & Industry Apprenticeship Instructor, Step 5, \$20.00 hourly – Supplemental.
 - 14) Victor Nedoma, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 15) Curtis Russell, Public Safety Services Instructor, Step 1, \$16.00 hourly.
 - 16) Lara Schmidt, Trade & Industry Apprenticeship Instructor, Step 8, \$23.00 hourly.
 - 17) Jodie Schumacher, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 18) Sean Shannon, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 19) Michael Springer, Public Safety Services Instructor, Step 1, \$16.00 hourly.
 - 20) April Teichmer, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 21) Suzanne Trepal, Public Safety Services Instructor, Step 5, \$20.00 hourly.
 - 22) Lee Zerrer, Adult Education Instructor, Step 13, \$17.00 hourly.
- l) Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets , effective 2012-2013 year:

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- 1) Sarah Andrasik, Coordinator, AE, ABLE, Adult Literacy, ESL Civics, Step 8, \$20.00 hourly.
 - 2) Denise Discipio, Adult Practical Nursing Instructor, AE1, Step 9, 125 days, 7 hours per day.
- m) Approval of the following staff to represent the Wayne County Schools Career Center as members on community/professional organizations effective August 1, 2012: Administrators, Managers, Placement Coordinator, School/Community Relations Coordinator, Key Club Advisors, AE Career Services Coordinators, AE Customized Skills Training Coordinator.
- n) Approval of the following individuals to substitute in area(s) indicated for the 2012-2013 school year. All approvals are pending receipt of certifications and BCI/FBI:

Last	First	Teaching Area
Bernal	Jennifer	Academic
Grimes	Bethany	General
McClosky	Michael	General
Miller	Elizabeth	Academic
Radar	Linda	Academic
Troyer	Danielle	Cosmetology
Yablonski	Barbara	General
Young	James	Business

2. Classified Employment

- a. Approval of the following personnel as Weekday School Monitors for the 2012-2013 school year, as needed/per time sheets, at a rate of pay of \$12.00 per hour:
 - 1) Vicki Ickes
 - 2) Christina Rutter
- b. Approval of the following revised 2012-2013 contract for Pamela Waggy: Step 10 @ \$13.53 per hour; 71 – 5.5 hour days + 5 holidays, 77 – 7 hour days + 3 holidays, 35 – 4 hour days + 2 holidays (one additional 4 hour day).

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- c. Approval of the employment of Jessica Boggins, Cosmetology Aide, effective September 4, 2012, for the 2012-2013 school year, hourly/regularly scheduled, Step 1, \$10.23 per hour per the classroom aide salary schedule.
- d. Approval of the employment of Trina Yarman, Early Childhood Education and Care Aide, effective August 27, 2012, for the 2012-2013 school year, hourly/regularly scheduled, Step 1, \$10.23 per hour per the classroom aide salary schedule.
- e. Approval of Travis Minnich, IT Department Assistant, up to 29.5 hours per week, as needed/per time sheets, effective September 8, 2012, for the 2012-2013 school year, Step 0 of the Casual Labor Wage Scale.
- f. Approval of the employment of Connie Engman, classified AE Administrative Assistant/Evening Resource Coordinator, 160 days, including 9 holidays, 7 hours per day at Step 2 on the AE PT Coordinators pay scale, effective September 5, 2012, regularly scheduled/as needed.
- g. Approval of the employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per timesheets, effective 2012-2013 year:
 - 1) Daniela Guimaraes, Child Care Aide, FLT Rotary, Step 5, \$8.50 hourly.
 - 2) Lee Zerrer, Program Aide, FLT Rotary, Step 5, \$11.00 hourly.
- h. Employment of the following individuals to substitute in the area(s) indicated for the 2012-2013 school year. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last	First	Sub Area
Johnson	Margaret	Early Childhood Aide
Mayfield	Leslie	Administrative Assistant
Watts	Maureen	Administrative Assistant

1. Volunteers

- a. Approval of Penny Phipps, returning ABLE volunteer, retired teacher.
- b. Approval of Tom Battles, returning high school volunteer.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

2. Contracts

a. Approve the following Consultant Contract:

- 1) MedPro Group, nurse fee for administering vaccines to WCSCC Staff Members on or around September 25, 2012.

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

The motion was carried.

GRANTS AND AGREEMENTS

A motion by Mrs. Lawson was seconded by Mrs. Marlar to approve the following Grants and Agreements:

- a. Approval for Families Learning together to apply for the Orrville United Way grant in the approximate amount of \$35,000.
- b. Approval to participate in the Wayne County Discipline Center, sponsored by the Tri-County Educational Service Center, for the 2012-2013 school year at a cost of up to \$18,000 for annual enrollment.
- c. Approval for the annual membership renewal to BASA (Buckeye Association of School Administrators) for a total cost of \$1,123.99.

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

The motion was carried.

DOCUMENTS AND MATERIALS

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

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DOCUMENTS AND MATERIALS – (Con't)

- a. Approval of the following job descriptions:
 - 1) AE AA Evening Resource Coordinator
 - 2) AE AA Receptionist
 - 3) AE Customized Skills Coordinator
 - 4) AE AA Admin Team
 - 5) AE AA

- b. Approval of the following course of studies:
 - 1) Practical Nursing
 - 2) Early Childhood Education
 - 3) Buildings and Grounds
 - 4) Hospitality
 - 5) Dental Assisting

- c. Approval of the revisions to the high school Cosmetology Handbook.

- d. Approval of a revision to the Non-bargaining Unit Handbook.

- e. Approval of the following textbooks:
 - 1) Microsoft Windows 7, Introductory, 2011, Shelly, Freund and Enger, Cengage Learning, USA.
 - 2) Microsoft Outlook 2010, Introductory, 2011, Shelly and Romanoski, Cengage Learning, USA.

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

The motion was carried.

ADJOURNMENT

A motion by Mr. Keener was seconded by Mr. Zook to adjourn the September Regular Board Meeting at 8:27 p.m.

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

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ADJOURNMENT – (Con't)

The motion was carried.

President

Treasurer