

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

JULY 20, 2011

Prior to the start of the meeting, Mr. Robert Reynolds, Wooster City Schools, was given the Oath of Office by the Treasurer.

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, July 20, 2011, in the Career Center.

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. Earl Rupp, Mr. Doug Stuart, Mrs. Sue Williams, and Mr. Douglas Zook in attendance.

Mrs. Tammy Cruise was unable to attend the meeting.

Mr. Frank Besancon entered the meeting at 7:39 p.m. during the Superintendent Report.

Lynn Moomaw, led the Pledge of Allegiance to the Flag.

PUBLIC HEARING

At 7:31 p.m., a Public Hearing was held to consider the employment of Vallie Tew, Retired Teacher, on August 17, 2011.

A motion by Mr. Zook was seconded by Mrs. Lawson to close the Public Hearing and move on to the Board Meeting Agenda.

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; and Mr. Zook, yes.

The motion was carried.

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BOARD MINUTES

A motion by Dr. Roadruck was seconded by Mr. Zook to approve the minutes from the June 29, 2011, Regular Board Meeting.

Voice call vote on the motion was as follows: 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 Dr. Roadruck to approve the Superintendent's Report as follows:

1. Director's Report
2. Principal's Report
Including information on the lunch time student remediation.
3. OSFC Update
A brief update on new information and meetings regarding the OSFC renovation project was given.
4. Convocation Day
Convocation Day will be Thursday, August 18th with refreshments at 7:30 a.m. and welcome and guest introductions at 8 a.m. All Board members are invited and encouraged to attend this morning meeting. The morning presentation will be done by 9 a.m.
5. Student/Parent Orientation
Student/Parent Orientation will be held on Wednesday, August 17th from 12 to 8 p.m. All Board members are invited to attend. Please note that this is also the night of our Regular Board Meeting.
6. Board and Administrative Workshop
The Board and Administrative Workshop will be on August 2nd, with an OSBA Facilitator for the Board portion of the workshop from 7-9 p.m. The Administrator's portion of the workshop will be from 10a.m. - 6 p.m.

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SUPERINTENDENT'S REPORT – (Con't)

7. Superintendent Goals
 - a. Performance Indicators
 - b. Finances

Voice call vote on the motion was as follows: Mr. Besancon, 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 Mr. Keener was seconded by Mrs. Grim 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 June 2011.
 - c. FY11 Highlights:

General Fund

- 1) Ended with a \$5,893,454 Carryover Balance,
- 2) Receipts over Expenditures by \$857,869,
- 3) Real Estate Tax Receipts increased by \$90,977 to \$4,146,408,
- 4) State Foundation Receipts increased by \$126,269 to \$5,814,572,
- 5) The cost of salaries decreased \$232,448 to \$6,333,584,
- 6) The cost of benefits decreased \$256,622 to \$2,226,160,

Exhibit H is from our Five Year Forecast approved in May showing the difference in estimated receipts and expenditures and actual for FY11. The bottom line is: we ended with \$82,522 more than estimated.

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TREASURER'S CONSENT AGENDA – (Con't)

Exhibit I is our Five Year Forecast approved in May updated to show actual receipts and expenditures for FY11 and adding FY16. This is the first run of our new Five Year Forecast and indicates, even with almost flat funding in Real Estate Taxes and State Foundation, including the complete loss of the Personal Property Tax Reimbursement, we could end FY16 with a carryover balance. Please note the State is still working on Career Center funding, so it is possible we could lose additional funds and that would change this forecast.

Adult Education Fund

- 1) Ended with a \$746,128 Carryover Balance,
- 2) Receipts over Expenditures by \$219,654,
- 3) State receipts increased \$39,129 to \$345,243,
- 4) Total receipts from Tuition and Books was \$1,261,032,

Interest Income

- 1) Interest rates continue to be historically low. Total interest income was \$36,467,
- 2) Total interest income since FY81 is \$4,133,604 or an average of \$133,342 per year.

Customer Service Funds

- 1) Receipts exceeded expenditures by \$17,678.80 in total from the 17 different student service accounts,
- 2) Culinary Arts and Child Care both exceeded \$5,000 in “profits”,

Renovation Project Funds

- 1) The 010 Local OSFC Fund ended with a carryover balance of \$1,758,249 with \$1,297,746 in contracts encumbered leaving \$460,503 in cash available,
- 2) The 010 State OSFC Fund ended with a carryover balance of \$2,064,359 with \$1,690,124 in contracts encumbered leaving \$374,234 in cash available,
- 3) The 004 LFI Fund ended with a carryover balance of \$621,856 with \$210,272 in contracts encumbered leaving \$411,584 in cash available,
- 4) The 034 Maintenance Fund ended with a carryover balance of \$895,577 with \$51,507 in open purchase orders leaving \$844,070 in cash available.

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TREASURER'S CONSENT AGENDA – (Con't)

- d. Motion to approve Permanent Appropriations, including the Certificate of Estimated Resources, for the 2011-12 School Year in the total amount of \$19,326,004.

Last year's total amount was \$21,858,655.

Note: The major difference in total amount is the OSFC Project Funds.

Where will the money come from? General Fund Estimated Receipts:

1) Local Property Taxes	\$ 4,060,000	36.8%
(Voters approved 4.1 mills. Real Estate Taxes are now collected at 2 mills. A separate ten year .75 mill permanent improvement levy was approved by the voters in November 2007 to renovate the Career Center.)		
2) Interest/Miscellaneous	35,000	.3%
3) State Foundation/Grants	5,650,000	51.3%
4) Rollback & Homestead/ Tangible Tax Reimb	1,200,000	10.9%
5) Return of Advances	81,299	.7%
Total General Fund Estimated Receipts	\$11,026,299	100%

Where will the money go? General Fund Estimated Expenses:

1) Salaries	\$ 6,225,000	56.5%
2) Employee Benefits	2,400,000	21.8%
(Total percent of Budget for Salaries and Benefits = 78.3%)		
3) Purchased Services	1,000,000	9.1%
4) Supplies	650,000	5.9%
5) Equipment	400,000	3.6%
6) Building Improvements	0	-0-%
7) Other	342,500	3.1%
Total General Fund Appropriations	\$11,017,500	100%

Total of all appropriations for FY12 - \$19,326,004 which, in addition to the General Fund, includes: Adult Education \$2,000,000, State and Federal Grants \$1,191,772, Customer Service \$90,000, Lunchroom \$235,000, Student Activities \$150,000 and OSFC Renovation Funds \$835,238.

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TREASURER'S CONSENT AGENDA – (Con't)

- e. Approval to donate various supplies to area non-profit agencies due to the closing of the MOMS program.
- f. Approval to accept the following donations:
 - 1) Classroom supplies from Tri-County ESC to be used in the Families Learning Together Program, approximate value of \$770.
- g. Approve the following Purchase Orders over \$5,000:
 - 1) Buckeye Educational Systems, Jetpad 100 Slate Tablet and hardware, \$22,050.
 - 2) WCSCC AE/Direct Loan Awards, direct loan awards transferred for education costs for August 2011 (FY12), \$10,000.
 - 3) WCSCC AE/Pell Grant Awards, Pell Grant awards transferred to education costs for August 2011 (FY12), \$10,000.
 - 4) Meade Construction, Inc., labor and material to patch and install new pipe boots at areas damaged by ice and snow, along with gutter straps and gutter screen on approximately 650' of damaged gutter, \$17,075. NOTE: This company was chosen in order to maintain warranty.
 - 5) Cengage, book orders for Office Technology programs, \$12,273.50.

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; and Mr. Denning, yes.

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

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

1. Certified Employment

- a. Resignation of Mary Lou Lisic, Business and Marketing Technologies Instructor, effective July 30, 2011, for the purpose of retirement.
- b. Resignation of Elise Mollohan, AE Practical Nursing Instructor, effective immediately.

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

- c. Resignation of Joyce Kaufman, AE Practical Nursing/STNA Nursing Instructor, effective immediately.
- d. Employment of the following Certified Personnel for the 2011-12 school year:
 - 1) Melody Martell, School Nurse Assistant, Step 3, \$19.25 hourly, part time/supplemental/hourly, as needed/regularly scheduled per time sheets.
- e. Employment of the following Nursing/Medical individuals to substitute in area(s) indicated. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last	First	Position	Salary	Step	Degree
Martell	Melody	School Nurse	\$19.25	3	LPN

- f. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective for July 1, 2011 through July 31, 2011:
 - 1) Judy Harland, Instructor, MOMS, Step 5, \$13.00 hourly.
- g. 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
Allen	Ermal	AYA
Broehl	Nathan	AYA
Kraker	Mark	Physical Education

- h. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled:
 - 1) Josi Weaver-Kranz, AE Career Services Coordinator, AE1, Step 16 , 184 days effective August 1, 2011 through June 30, 2012, per the 2011-2012 AE salary schedule.
 - 2) Carrie Wellert, COST Coordinator, AE1, Step 10, 145 days effective 2011-2012 year, per the 2011-2012 AE salary schedule.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- i. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2011-2012 year:

- 1) George Mishler, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly

2. Classified Employment

- a. Employment of classified staff member, Lesa Krites, Culinary Arts Aide, per the 2011-2012 Classroom Aides Salary Schedule, Step 1, \$10.23 per hour, part time/hourly/as needed/per time sheets for the 2011-2012 school year.
- b. Employment of the following individuals to substitute in the area(s) indicated. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last	First	Sub Area
Stephenson	Deborah	Secretary, Cook, Cashier, Custodian

3. Contracts

- a. Approve the following Consultant Contracts:
- 1) Tony Howman, set-up and clean-up for Adult PN graduation, August 12, 2011, \$150.
- 2) Tony Howman, set-up and clean-up for Adult PN graduation, July 21, 2011, \$150.
- b. Approve a revision to the following Consultant Contract approved at the December, 2010 Board meeting:
- 1) Joseph Rittenhouse, Beginner's Ballroom & Latin Dancing Series, May 3 – June 21, 2011, \$90.

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; Mr. Denning, yes; and Mrs. Grim, yes.

The motion was carried.

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GRANTS AND AGREEMENTS

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

- a. Approval of a contract between WQKT/WKVX and the Wayne County Schools Career Center for advertising during high school football games (11 games, 4-8 playoffs, 6 state championships) for a total of \$2,000.
- b. Approval for Glenda Stephens, FLT Instructor, to participate in an OSU research project studying the impacts of professional development for pre-school teachers.
- c. Approval for Families Learning Together to accept a \$500 grant from Junior Service Club for new equipment in the infant/toddler rooms.
- d. Approval to accept the bread bid from Nickle's Bakery for purchase of products for the school lunch program during the 2011-2012 school year. This was the only bid received.
- e. Approval to accept the milk bid from Smith Dairy for purchase of products for the school lunch program during the 2011-2012 school year. This was the only bid received.
- f. Approval to enter into a lease agreement between ABLE and Central Christian Church from July 1, 2011 through June 30, 2012.
- g. Approval to enter into a clinical site agreement for NATCEP between Orrville Pointe and the Wayne County Schools Career Center beginning June 2011,
- h. Approval to enter into a clinical site agreement for NATCEP between Shady Lawn and the Wayne County Schools Career Center beginning June 2011.
- i. Approval to enter into a clinical site agreement for NATCEP between Country Pointe and the Wayne County Schools Career Center beginning June 2011.
- j. Approval to enter into an agreement with Ohio School Comp a part of the 2012 Worker's Compensation Group Rating Program. Estimated savings from being part of this group is \$17,209. The Enrollment Fee is \$580.
- k. Approval to join the Tri-County Vehicle Fuel Consortium for the 2011-2012 school year.

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GRANTS AND AGREEMENTS – (Con't)

Roll call vote on the motion was as follows: 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; Mr. Denning, yes; Mrs. Grim, yes; and Mr. Keener, yes.

The motion was carried.

DOCUMENTS AND MATERIALS

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

- a. Approval of the following job descriptions:
 - 1) AA Attendance
 - 2) Alternative Daily Placement (ADP) Specialist
 - 3) Inventory, Records and Purchasing Clerk
 - 4) Truck Mechanics Aide
 - 5) School Nurse Assistant
 - 6) AA Receptionist
 - 7) Student Activities Liaison
 - 8) Café Cook
 - 9) Café Head Cook
 - 10) Adult Medical Assisting Teacher
 - 11) AA Technology Resource Center (TRC)
- b. Approval of Administrative Guideline #8453.01 Control of Blood-Borne Pathogens.
- c. Approval of Board Policy #3144 Employment of Retired Full-Time Certified/Licensed Personnel.
- d. Approval of the AE LPN Attendance Policy.
- e. Approval of the revision to the Cosmetology Handbook.
- f. Approval of the Board Meeting Welcome.
- g. Approval of the 2011-2012 Human Resources Flow Chart.
- h. Approval of the revised 2011 Classified Substitute Handbook with minor procedural revisions.

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DOCUMENTS AND MATERIALS – (Con't)

- i. Approval of the revised 2011 Certified Substitute Handbook with minor procedural revisions.
- j. Approval of Hole's Essentials of Human Anatomy and Physiology, D. Shier, J. Butler, and R. Lewis, 2009, McGraw Hill. ISBN #978-0-07-331750-2.
- k. Approval of Modern Dental Assisting, 9th Ed., Torres and Erhlich, 2009, Saunders. ISBN #978-1-1-41-60-4245-7.

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

The motion was carried.

WORKSHOP CONTRACT

A motion by Mrs. Lawson was seconded by Mr. Keener to approve of a contract between OSBA and the Wayne County Schools Career Center for a Service Addendum – Customized Workshop/Summer Retreat on August 2, 2011.

Voice call vote on the motion was as follows: Mr. Besancon, 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.

OSBA DELEGATE AND ALTERNATE

Mrs. Williams appointed Dr. Roadruck, Delegate and Mr. Zook, Alternate; to the OSBA Capital Conference.

CONTRACT AMENDMENT

The Board did not take action after discussion on an amendment to employment contracts for the Superintendent and Treasurer, as recommended by OASBO and BASA.

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TRADE IN ALLOWANCE

A motion by Dr. Roadruck was seconded by Mr. Zook to increase the purchase order amount to Pallotta Ford, Inc., for a 2011 Ford F-250 by \$3,500 in lieu of trading in the district's 2001 Chevrolet 1500 Pick Up Truck.

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

The motion was carried.

ADJOURNMENT

A motion by Dr. Roadruck was seconded by Mrs. Marlar to adjourn the July 2011, Regular Board Meeting at 8:30 p.m.

Voice call vote on the motion was as follows: Mr. Besancon, 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.

President

Treasurer