

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

August 27, 2009

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by Vice-President Williams at 7:40 p.m. on Thursday, August 27, 2009, in the Career Center.

ROLL CALL

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

Mrs. Williams acted as President until Mr. Besancon arrived.

Mrs. Susan Marlar was unable to attend the meeting.

Mr. Frank Besancon entered the meeting at 7:45 p.m. during the Superintendent's Report.

Mrs. Williams led the Pledge of Allegiance to the flag.

BOARD MINUTES

A motion by Mrs. Cruise was seconded by Mr. Stuart to approve the minutes from the July 23, 2009, Regular Board Meeting.

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

The motion was carried.

SUPERINTENDENT'S REPORT

A motion by Dr. Roadruck was seconded by Mr. Stuart 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. OSFC Update

Our construction manager, Quandel, gave a brief update on new information and meetings regarding the OSFC renovation project.

4. Excellence Awards Schedule 2009-2010

Please review the calendar for recognition at this year's Board meetings.

5. Data Review and District Goal Setting

As a result of our administrative and Board retreat on August 11, 2009, they recommended Board and Administrative Goals.

During the report, Mr. Besancon arrived and assumed the chair.

Voice call vote on the motion was as follows: Mr. Barnard, Mr. Besancon, Mr. Crawford, Mrs. Cruise, Mrs. Grim, Mr. Keener, Mrs. Lawson, 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 Mrs. Lawson 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 July 2009.
- c. Approve the following Appropriation Transfers within the Adult Education Workforce Program FY10:

From:

012 1300 600 9770	New Equipment	\$2,400.00
Total Transfers Out		\$2,400.00

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TREASURER'S CONSENT AGENDA – (Con't)

To:

012 1300 100 9770	Salaries	\$1,200.00
012 1300 200 9770	Benefits	200.00
Total Transfers In		\$2,400.00

- d. Approve the following Purchase Orders over \$5,000:
- 1) Squires Sanders & Dempsey, addition to PO #4312 for legal services and legal services building project, \$6,069.69.
 - 2) B&H Photo and Video, Canon HD video camera and accessories, \$6,500.00.
 - 3) WCSCC Adult Education / Pell Grant Awards transferred for education costs for September 2009, \$15,000.
 - 4) Patterson Dental, XR Automatic Film Processor, LED Curing Light, Halogen Curing Light, and Amalgamator Wig-L-Bug LPD for Dental Assisting Program, \$8,097.00.
- e. Accept the following donations:
- 1) 1992 Lincoln Town Car from Dr. Burney Huff of 1488 Ramblewood Dr. Wooster, OH 44691 for use in Auto Technologies, valued at approximately \$2,975.00.
 - 2) Sandwich buns and 600 pounds of pork for annual Student Orientation Cookout BBQ from the Wayne County Pork Producers.
- f. Approval of a one-time reimbursement of \$75.00 to Sharon Reichert for fifteen \$5.00 gift cards for the following Board approved ABLE volunteers:

Donald Beane
Lloyd Boyer
Janet Calhoun
Jim Collier
Janet E. Crook
Karol Crosbie
Christie Davis
Larry Witherspoon, Jr.

Douglas Fate
Kathleen Forfia
Catherine Graves
Emily M. Hartzler
Cheryl Oswald
George Shambaugh
Shanna Springer

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TREASURER'S CONSENT AGENDA – (Con't)

- g. Approval to remove the following from inventory:
- 1) One Click Art 200,000 Image Pack by Broderbund.
 - 2) Two 1.4" F2.5 891-0600 Buhl Optical Devices.
 - 3) Storage trailer for Senior Construction Technologies.
 - 4) Word Perfect 5.2 manuals.
 - 5) Lotus Academic Edition 1-2.3
 - 6) Two calendar holders.
 - 7) Great Presentations.
 - 8) Chart maker.
 - 9) Lotus videos.
 - 10) IBM Learning System/23 Basic.
 - 11) Ohio School Law 1990.
 - 12) Baldwins Ohio School Law 1986.
 - 13) Lotus spreadsheet Release 4.
 - 14) Lotus 1-2-3 Reference Tutorial.
 - 15) Reply message, ½ box.
 - 16) Carbon paper, 1 box.
 - 17) Baker's Ohio School Law Guide, Vol. 1, 1993-94.
 - 18) Baker's Ohio School Law Supplement, Vol. 2, 1993-94.
 - 19) Baker's Ohio School Law Replacement pages, Vol. 2, 1994-95.
 - 20) The Employee Handbook Audit 1987
 - 21) Legal Liability & Risk Management for Public & Private Office Index, Vol. 2, 1990.
 - 22) Legal Liability & Risk Management for Public & Private Office Camping Adventure Activities, 1990.
 - 23) Legal Liability & Risk Management for Public & Private Office Appendix, Vol. 3, 1990.
 - 24) Legal Liability & Risk Management for Public & Private Office, Vol. One, 1990.
 - 25) Overcoming Procrastination, video.
 - 26) EMIS – The Impact on K-12 & JVS Schools, cassette tape.
 - 27) The Sonitrol Story, video.
 - 28) Aetna Long Term Care Coverage, video.
 - 29) How to Prepare a Winning Proposal, cassette tapes.
 - 30) How to Deal with Difficult People, audio cassette.
 - 31) Assertiveness Training for Professionals, audio cassette.
 - 32) The Psychology of Winning, audio cassette.
 - 33) Embracing Chaos, audio cassette.
 - 34) Micro Copy 10 com, #10333.
 - 35) Sharp calculator, #13360.

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TREASURER'S CONSENT AGENDA – (Con't)

- h. Approve the Course fee of \$67.00 for students participating in the ACT Prep Class for 2009-2010 school year.
- i. Addition: Approval for the Board to include “uniforms, tools and kits” under items paid for by the Board for students on free and reduced lunches. The district will use a variety of school-selected vendors and have students sized on site as needed. Students may qualify for free or reduced lunches at any time throughout the school year so purchases will continue. Students who have already purchased items may submit itemized receipts for reimbursement up to the approved cost of the item on the attached student fees itemized list.
- j. Addition: Approval to expend the remaining balance in Auto Body Customer Service of \$6,700.60 for items needed by students under the same guidelines as the Student Memorial Fund.

Roll call vote on the motion was as follows: Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; and Mrs. Williams, yes.

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

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

1. Certified Employment

- a. Employment of the following person as Certified Personnel in the area indicated for the 2009-2010 school year:
 - 1) Jennifer Casteel, Math Instructor, pending receipt of FBI & BCI background checks, terrorism form and licensure, Class 1, Step 1, 185 days.
- b. Resignation of the following person:
 - 1) Susan Morris, ABLE Instructor, effective February 1, 2009.

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- c. Karen Leedy to work up to but not to exceed seventy days at seven hours per day (not to exceed 490 hours) from September 1, 2009 until June 30, 2010. Mrs. Leedy will be paid per time sheet at the hourly rate of \$30.76 based on the minimum teacher's salary schedule. Mrs. Leedy will work with the OSFC building renovation team to compile and document the inventory, and coordinate the selection and purchase of equipment and furnishings.

- d. It is recommended that the Board approve the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2009-2010 year:
 - 1) Robert Dunlevy, Trade & Industry Apprenticeship Instructor, Step 2, \$17.00 hourly.
 - 2) Cheryl Fields, Adult Practical Nursing Instructor RN, ADN Step 1, \$22.00 hourly.
 - 3) Jill Gasser, Business Education Instructor, Step 11, \$16.00.
 - 4) Ellen Howell, Adult Practical Nursing Instructor RN, ADN Step 1, \$22.00 hourly.
 - 5) Tamara Johnson, Public Safety Services Instructor, Step 2, \$17.00.
 - 6) Jennifer Koladin, ABLE Instructor, Step 11, \$16.00 hourly.
 - 7) Bonnie Lucas, MOMS Instructor, Step 11, \$16.00 hourly.
 - 8) Aaron Miller, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly-Supplemental.
 - 9) Anne O'Planick, MOMS Coordinator, Step 8, \$20.00 hourly.
 - 10) Anne O'Planick, Child Care Course Coordinator, Step 8, \$20.00 hourly.
 - 11) John Robison, Adult Education, MOMS Instructor, Step 11, \$16.00 hourly.
 - 12) Keith Speirs, Trade & Industry Apprenticeship Instructor, Step 9, \$24.00 hourly.
 - 13) James Studer, Public Safety Services Instructor, Step 3, \$18.00 hourly.
 - 14) Jann Tylka, Adult Practical Nursing Instructor RN, ADN Step 1, \$22.00 hourly.
 - 15) Jeff Wilson, Trade & Industry Apprenticeship Instructor, Step 8, \$23.00 hourly.

- e. It is recommended that the Board approve the request that Bonnie Sander be paid 25% of her accumulated sick time up to a maximum of 70 days from the Parent's as Teachers account upon her retirement.

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- f. It is recommended that the Board approve Pamela Vorkapich, High School Senior Practical Nursing Instructor, to be paid an additional 1/7 of her salary for teaching a 0 period class for FY10.
- g. Employment of the following persons as Certified Personnel for the 2009-2010 school year as per Board Policy and negotiated agreement:
 - 1) Theresa Morgan, Social Studies Instructor, moved to Class V, Step 10 due to completion of required coursework/semester hours.
 - 2) Alison Roberts, Math Instructor, moved to Class V, Step 20 due to completion of required coursework/semester hours.
- h. Employment of the following persons to substitute in area(s) indicated pending receipt of certification and BCI/FBI reports for the 2009-2010 school year:
 - 1) Matthew Carr, Intervention.
 - 2) Melody Martell, Substitute School Nurse, LPN Step 1, \$18.25 hourly.
 - 3) Cheryl Fields, Medical/Nursing Instructor and Substitute School Nurse, RN, ADN Step 1, \$22.00 hourly.
 - 4) Jann Tylka, Medical/Nursing Instructor and Substitute School Nurse, RN, ADN Step 1, \$22.00 hourly.
 - 5) Ellen Howell, Medical/Nursing Instructor and Substitute School Nurse, RN, ADN Step 1, \$22.00 hourly.
- i. It is recommended that the Board approve the following personnel as Extra Help Tutors for the 2009-2010 school year on an as needed basis, per time sheet. Appropriate placement on the Certified Salary Schedule for Teacher Assistants/Tutors per the negotiated agreement is listed:

	<u>Step</u>	<u>Hourly Rate</u>
1) Barb Nichols	1 Masters	\$21.42
2) Jill Parker	8 Masters	\$28.97
3) Sandy Stebbins	5 Bachelors	\$22.69
4) Donna Ehlert	5 Masters	\$25.66
5) Theresa Morgan	0 Masters	\$20.36
6) Michelle Bower	1 Masters	\$21.42
7) Kelly Rosenberger	3 Bachelors	\$21.05
8) Deb McDonald	0 Bachelors	\$18.60
9) Lori Bartel	0 Bachelors	\$18.60
10) Gregg Gillespie	0 Bachelors	\$18.60
11) Cheryl Koehler	0 Masters	\$20.36

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12) Mark Gerber	1 Bachelors	\$19.42
13) Connie Miller	5 Bachelors	\$22.69

- j. Employment of the following for the 2009-2010 Supplemental Positions per the negotiated agreement:

2009-2010 Supplemental Positions

CTSO

BPA Advisor	Paid at 1.5%	Janice Anderson
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Department Chairs

Business & Technology	Paid at 6%	Vallie Tew
Health & Education	Paid at 6%	Alan Zimmerman
Construction, Manufacturing, and Engineering	Paid at 6%	Rod Martell
Support Services	Paid at 6%	Linda Plybon
Public Services	Paid at 6%	Clarence Sullivan
Mechanics	Paid at 6%	Craig Wellert
Math	Paid at 6%	Scott Brown
Social Studies	Paid at 6%	Jim Harlan
Science	Paid at 6%	Catina Stecz
English	Paid at 6%	Brad Tietz

Additional Instructional Period

Science	Paid at 12%	Jamie Collins
Science	Paid at 12%	Dan Davis
Science	Paid at 12%	Shannon Hornacek
Science	Paid at 12%	Catina Stecz
Math	Paid at 12%	Scott Brown
Math	Paid at 12%	Joy Taylor

Others

HSTW Leader	Paid at 6%	Theresa Morgan
Lead Mentor	Paid at 6%	Deb McDonald

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2. Classified Employment

- a. It is recommended that the Board approve the employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2009-2010 year:
 1. Sharon Reichert, Part-time Office, ABLE, MOMS, WORK FORCE, WORK FIRST, ESOL, ES, PAT.
 2. Therese Clevenger, Part-time Office, ABLE, MOMS, WORK FORCE, WORK FIRST, ESOL, ES, PAT.
- b. Request extension of parental leave for Andrea Neff, Adult Education Administrative Assistant, until November 2, 2009.
- c. Employment of the following persons as Classified Personnel, part-time, as needed, per time sheet, per schedule for the 2009-2010 school year:
 1. Dwight Campbell, Bus Driver, Step 30
 2. Nancy Brown, Bus Driver, Step 18
 3. Deb Fiesler, Bus Driver, Step 18
 4. Esther Justice, Bus Driver, Step 13
 5. Chester Mullet, Bus Driver, Step 4
 6. Aaron Miller, Bus Driver, Step 1

3. Contracts

- a. Approve the following Consultant Contracts:
 - 1) Jason Black, Fight or Flight – how to maintain a healthy work environment, on or about August 10, 2009, \$40.00.
 - 2) Denise Sawan Caruso, Autism Spectrum Disorder, on or about September 21, 28; October 12, 19; November 2, 9, 16, 23, 2009; January 11, 25; February 1, 8; March 1, 8, 22, 2010, \$1200.00.
 - 3) Every Woman's House, one hour presentation on "Relationships & Abuse" on or about September 16, 2009 for the MOMS program, \$35.00.
 - 4) Molly Hastings, one hour presentation on "Birth Control/STD's" on or about September 25, 2009 for the MOMS program, \$35.00.
 - 5) Carolyn J. Haynes, Sensory Integration in Children, on or about September 24; October 1, 8, 15, 22, 29; November 5, 12, 19, 2009, \$100.00.

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- 6) Eunice Herman, Sensory Integration in Children, on or about September 24; October 1, 8, 15, 22, 29; November 5, 12, 19, 2009, \$630.00.
 - 7) Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, 100 hours of English Instruction in September 2009 in the Orrville area, \$1,000.00.
 - 8) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program on or about September 2009, \$285.00.
 - 9) Ashley Ekey, Floral Design Consultant for the Landscape and Plant Technologies Program, approximately 60 hours, at \$20.00 per hour.
- b. Recommend approval of the following contracts through Tri-County ESC for the purpose of employment for the 2009-2010 school year:
- 1) Helen Bartashus, Special Education Consultant, 47 days per school calendar.
 - 2) Gregory Foster, SAC Aide, Career-Technical, 7 hours daily per school calendar.
 - 3) Jenny Baechle, SAC Aide, Academics, 7 hours daily per school calendar.

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, 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 Mrs. Cruise to approve the following Grants and Agreements:

- a. Approve the addendum to the agreement for the articulation between Career Paths for the Teaching Professions Program of the Wayne County Schools Career Center and University of Cincinnati College of Education, Criminal Justice, and Human Services Early Childhood Education, Middle Childhood Education, Secondary Education Programs and Special Education Program.
- b. Approve revision to the Exchange of Service Agreement for Internships and Field Experiences between Ashland University Dwight Schar College of Education and the Wayne County Schools Career Center.

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GRANTS AND AGREEMENTS – (Con't)

- c. Approval of change orders and potential change orders for the site work and swing space packages of the OSFC renovation project.
- d. Approve a Memo of Agreement for Goodwill Industries to provide daily round-trip transportation services for participants of the Mentoring Our Mothers for Success (MOMS) program from July 1, 2009 – June 30, 2010 in the amount of \$20,000, to be paid at the rate of \$1,666.66 per month.
- e. Approve permission to apply for grant funds from the following entities for the purpose of re-establishing a Family Literacy Program to augment the Family Literacy Component of ABLE:

Wayne County Community Foundation	\$10,000.00
Barbara Bush Literacy Foundation	\$65,000.00
Wooster Rotary	\$ 5,000.00
Dollar General	\$ 5,000.00

- f. Approve Student Leadership Council (SLC) to sell WCSCC fleece jackets and clear backpacks prior to approval of SAA budgets in September. All monies collected from these sales will be deposited in accordance with BOE policy in the treasurer's office and any proceeds from the sales will be deposited to SAA account #974A upon BOE approval of the budget. SLC will continue to sell these items periodically throughout the school year.

Costs:

Backpack: \$9.00 will sell for \$15.00

Fleece jacket: \$21.00 will sell for \$25.00 *will include trade name* (Students may have their own name embroidered on the jacket for an additional \$5.00.)

Roll call vote on the motion was as follows: Mr. Crawford, yes; Mrs. Cruise, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, 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.

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RESOLUTIONS

A motion by Mrs. Lawson was seconded by Mr. Stuart to approve Resolution #09-17 to approve construction documents and authorizing bidding for the renovations and additions to the Wayne County Schools Career Center to be constructed as part of the School District's Ohio School Facilities Commission Vocational Facilities Assistance Program Project..

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

A motion by Mr. Crawford was seconded by Mr. Barnard to approve Resolution #09-18 accepting the lowest responsible and responsive bid of \$537,440.00 from Baumann Enterprises, Inc. for the demolition contract related to the renovations and additions to the Wayne County Schools Career Center in connection with the School District's Ohio School Facilities Commission Vocational Facilities Assistance Program Project.

Roll call vote on the motion was as follows: Mrs. Grim, ,yes; Mr. Keener, yes; Mrs. Lawson, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Schlabach, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; and Mrs. Cruise, yes.

The motion was carried.

DOCUMENTS AND MATERIALS

A motion by Dr. Roadruck was seconded by Mr. Keener to approve the following documents and materials.

- a. Approval of the WCSCC Adult & Community Education Employee Handbook of Policies and Procedures.
- b. Approval of the Adult & Community Education 120+ Schedule of Staff Handbook Leave Policies.
- c. Approval of the 2009-2010 Substitute Teacher Handbook. The only revision in this handbook is the addition of the following paragraph:

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DOCUMENTS AND MATERIALS – (Con't)

The Wayne County Schools Career Center is under a major renovation project. The renovation will be completed in phases. Entire sections of the building will be closed at times to complete the renovation in each phase but class disruptions will be kept to a minimum. Room assignments may be changed as phases are completed. Please be cautious of construction in the building. Safety of staff and students is of utmost importance to us all. Construction areas will be clearly marked and are closed to students and staff. Flexibility is necessary for substitute teachers at all times but will be especially important during the renovation process.

d. Job descriptions for the following positions:

1. Aide Animal Care
2. Aide Cosmetology
3. Aide Early Childhood Education

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

The motion was carried.

OHIO COALITION FOR EQUITY AND ADEQUACY

A motion by Dr. Roadruck was seconded by Mrs. Grim to not continue membership in The Ohio Coalition for Equity and Adequacy for FY10. Approximate cost is \$400.00.

Roll call vote on the motion was as follows: Mr. Keener, yes; Mrs. Lawson, no; Dr. Roadruck, yes; Mr. Rupp, no; Mr. Schlabach, yes; Mr. Stuart, no; Mrs. Williams, yes; Mr. Barnard, yes; Mr. Besancon, yes; Mr. Crawford, yes; Mrs. Cruise, yes; and Mrs. Grim, yes.

The motion was carried.

SPECIAL BOARD MEETING

A motion by Mr. Crawford was seconded by Mr. Stuart to hold a Special Board Meeting on October 8, 2009, beginning at 7:30 p.m. for the purpose of accepting bids on the renovation project and any other business deemed necessary.

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

The motion was carried.

ADJOURNMENT

A motion by Mr. Keener was seconded by Dr. Roadruck to adjourn the August Regular Board Meeting at 8:45 p.m.

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

The motion was carried.

President

Treasurer