

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**SEPTEMBER 25, 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, September 25, 2008, in the Career Center.

**ROLL CALL**

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

Mr. Dennis Finley entered the meeting at 7:45 p.m. during Committee Reports.

Mrs. Denise Parker and Mrs. Sue Williams were unable to attend the meeting.

President Grim led the Pledge of Allegiance to the flag.

**STUDENT/STAFF RECOGNITION**

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

Amy & Velma Enkemann – “honorary” staff members. Amy and Velma work through Tri-County ESC as security in the school building at the Wayne County Fair.

Kimberly Aberts, Medical Office Specialist Student.

**BOARD MINUTES**

A motion by Dr. Roadruck was seconded by Mrs. Lawson to approve the minutes from the August 21, 2008, Special Board Meeting and the August 28, 2008, Regular Board Meeting.

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, and Mr. Stuart – all say yes.

The motion was carried.

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**SUPERINTENDENT'S REPORT**

A motion by Mr. Keener was seconded by Mr. Stuart to approve the Superintendent's Report as follows:

1. Director's Report
2. Principal's Report
3. Orrville Park Project  
Support Carpentry, Engineering and Horticulture staff and student participation in the Orrville Park Project.
4. Ohio School Facilities  
The Superintendent will give a brief update on new information and meetings on the OSFC renovation project.
5. Community Appreciation Day  
We have many great events planned for Community Appreciation Day, and staff are signing up quickly for their favorite activities. Come for the Health Fair, lots of events for children, mum sale, Practical Nursing Open House, car show, picnic, tours, skill demos and lots of other great things. It is September 20th from 12-3 p.m., except for the car show which begins at 11 a.m.. Board members are welcome and encouraged to attend!

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

The motion was carried.

**A. TREASURER'S CONSENT AGENDA**

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

- a. Approve the list of purchase orders for the month.
- b. Approve the Financial Reports for August 2008.
- c. Approve the following Change Funds/Petty Cash Funds for the FY09 School Year.

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TREASURER'S CONSENT AGENDA – (Con't)

Change Funds

\$ 300.00	Cafeteria
350.00	Old School House
100.00	Treasurer's Office
80.00	Horticulture
100.00	Adult Education Office
75.00	Central Supply
50.00	Animal Care C.S.
50.00	IES/Principal's Office
50.00	Tech Office
50.00	Hand Books
25.00	Front Office - Parking Permits
\$1,230.00	Total Change Funds

Petty Cash Funds

\$1,200.00	All School District Account
5,000.00	Adult Education
\$6,200.00	Total Petty Cash

- d. Accepted the August Customer Service Report as the final report for the 2007-2008 School Year and to set the starting balances for the 2008-2009 School Year at the same amount as the August ending balance.

The Final FY08 Report indicates that overall the customer service accounts earned a "profit" for the year of \$8,174.99.

- e. Approved a fund transfer of \$2,873.87 from the General Fund to the Summer School Rotary Account to cover a cash deficit after the FY08 Summer School.
- f. Approved the following Purchase Orders over \$5,000:
- 1) Gault Family Learning Center, October - December 2008 rent for third floor classrooms for ABLE, Even Start, ESL Civics, MOMS, WorkFirst, & Adult Education programs, \$18,387.38.
  - 2) WCSCC Adult Education, SEOG Awards transferred for education cost for first half of FY09, \$9,000.00.
  - 3) WCSCC Adult Education/Pell Grant, Pell Grant Awards transferred for education costs for December 2008 (FY09), \$50,000.00.

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TREASURER'S CONSENT AGENDA – (Con't)

- 4) WCSCC Adult Education/Pell Grant, Pell Grant Awards transferred for education costs for November 2008 (FY09), \$50,000.00.
  - 5) WCSCC Adult Education/Pell Grant, Pell Grant Awards transferred for education costs for October 2008 (FY09), \$50,000.00.
  - 6) TCCSA for Internet Access, \$10,155.96.
  - 7) TCCSA for Base Head Count Service Fee, \$16,331.07.
  - 8) TCCSA for Gault Family Learning Center network services, \$6,274.46.
- g. Approved the 2008-2009 Student Activity Account budgets as proposed.
- h. Approved the following donations:
- 1) Ohio Pork Producers, donation of meat and buns for Student/Parent Orientation, \$1,871.18.
  - 2) Techni Graphic Systems, food donation for Community Appreciation Day, \$500.00.
- i. Approved the disposal of the following inventory:

Memmler's The Human Body damaged texts #'s 33, 35, 36, 38, 39 and 98.

Interstate's Environmental Science and Technology outdated text # 5.

Focus on Earth Science texts that are no longer in use #'s 019, 018, 0004 and 106.

Biological Science Applications in Agriculture text # 3 is no longer in use.

Biology: The Study of Life text # 4 is no longer in use.

Damaged stir rods and glassware for old chemical storage.

Preview copies of various texts and teacher aides not being used.

Unusable hood piece top and bottom and pads (Tag #'s 13022 and 13023).

The Language of Literature damaged texts #'s 005-100, 10, 21, 66, 15, 184, 159, 13, 43, 62, 16, 31, 50 and 35.

Biology damaged text # 07-11.

Vulcan Pizza Oven, WCJVS 08557, MOD 7019A1, SER 48016432AM.

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Well Saw Metal Band Saw, WCJVS 06052, MOD 58B, SER 21380.

Delta Radial Arm Saw, WCJVS N/A, MOD N/A, SER 94C92755.

DoAll Supply Cabinet, WCJVS N/A, MOD N/A, SER N/S.

Rockwell Plane, WCJVS 11404 or 96486, MOD N/A, SER N/A.

DoAll Contour 16" Saw, WCJVS 04405, MOD DBW14, SER 290-733492.

Kysor Bandsaw, WCJVS N/A, MOD "J", SER H26675.

NAPA Hydraulic Jack, WCJVS 10675, MOD N/A, SER N/A.

Emcotronic TM02 Lathe, WCJVS 04623, MOD N/A, SER N/A.

Bank Boxes, no numbers.

DoAll Contour Saw, WCJVS 04537, MOD SFP, SER 27-53936.

Small Table, no numbers.

Speed Aire Compressor, WCJVS 09012, MOD N/A, SER N/A.

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; Mr. Keener, yes; Mrs. Lawson, yes; Dr. Roadruck, yes; Mr. Rupp, yes; and Mr. Stuart, yes.

The motion was carried.

**B. SUPERINTENDENT'S CONSENT AGENDA**

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

1. Certified Employment

- a. Employment of the following persons as Certified Personnel for the 2008-2009 school year as per Board Policy and negotiated agreement:

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- 1) Theresa Chmura, Business Instructor at Chippewa Satellite, moved to step 18, class 6 upon recent completion of required coursework to advance to Master's Plus 15.
- b. Approved the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2008-2009 year:
  - 1) Lynette Boggs, Instructor, Step 20, \$21.00 hourly – Supplemental.
  - 2) Jill Dilyard, Instructor, MOMS, ES, PAT, Step 5, \$13.00 hourly.
  - 3) Michelle Hedberg, Business Education Instructor, Step 20, \$21.00 hourly – Supplemental.
  - 4) Daniel Holderman, Trade & Industry Apprenticeship Instructor, Step 9, \$24.00 hourly.
  - 5) Wendy Taylor, Business Education Instructor, Step 10, \$15.50 hourly.
  - 6) Dallas Terrell, Public Safety Services Instructor, Step 1, \$16.00 hourly.
  - 7) Pamela Vogt, Instructor, MOMS, ES, PAT, Step 14, \$17.50 hourly.
  - 8) Josi Weaver-Kranz, Business Education Instructor, Step 20, \$21.00 hourly – Supplemental.
  - 9) Natasha Wood, Business Education Instructor, Step 15, \$18.00 hourly.
- c. Approved Mark Gerber as an Extra Help Tutor for the 2008-09 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 Step 0, Bachelors at \$18.60 per hour.
- d. Employment of the following for 2008-2009 Supplemental Positions per the negotiated agreement:

**2008-09 Supplemental Positions**

- 1) HSTW Curriculum & Instruction Chairs paid at 1% each – Andrew Cerniglia and Lynette Boggs.
  - 2) HSTW Evaluation & Technology Chair paid at 2% - Cheryl Boyer.
  - 3) HSTW Guidance & Public Information Chair paid at 2% - Alison Roberts.
  - 4) HSTW Professional Development Chair paid at 1% each- Joyce Hocking and Michelle Hedberg.
- e. Approved Amy Tietz and Martha Miller-Plumb for the dual enrollment teacher incentive supplemental per the negotiated agreement at a rate of 1.5%.

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- f. Employment of the following for 2008-2009 Mentors paid at 3% each per the negotiated agreement:
- 1) Al Zimmerman
  - 2) Alison Roberts
  - 3) Kimberly Huffman
  - 4) Jill Parker
  - 5) Amy Tietz
  - 6) Connie Miller
  - 7) Kevin Wilson
  - 8) Beth Gagnon
  - 9) Liala Zimmerman
  - 10) Keri Merickel
- g. Resignation of the following person:
- 1) Denise Grimes, Families Learning Together Instructor, effective August 22, 2008.
- h. Employment of the following persons as substitutes in the area(s) indicated for the 2008-09 school year pending receipt of BCI/FBI background checks:

**CERTIFIED**

Last	First	Licensure
Allen	Ermal	General
Adams	Roy	Welding
Anderson	Bonnie	Health Service Provider
Armentrout	Jerry	AYA
Ashford	Jim	Vocational
Battles	Tom	Academic
Blough	Lindsay	Math
Cheatham	Wilma	General
Curtis	Chad	Food Proc.
Fisher	Barb	Academic
Freeland	Tara	Cosmetology
Garrison	Betty	AYA
Gilmor	Rachel	General
Hamilton	Evan	Vocational

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Hammond	Jesse	Academic
Keck	Jennifer	AYA
Knisely	Gerry	Family Cons.
Kundtz	Irving	General
Mack	Joan	Phys. Ed.
McLaughlin	Larry	General
Mekoleske	Richard	General
Nussbaum	Julie	Cosmetology
Perry	Michele	General
Phipps	Penny	Vocational
Platt	Robert	Science/Hlt
Powell	Kimberly	Intv. Spec.
Rowlands	Keith	AYA
Sell	Marlene	Lang Arts
Shaw	Harley	General
Shearer	Pamela	Cosmetology
Snowbarger	Mark	Vocational
Snure	Jeffrey	Ag. Mech
Stoll	Roger	Vocational
Stoltz	Kevin	Truck Mech
Stryker	Megan	Phys. Ed.
Wilson	Kimberly	AYA
Zimmerman	Lynn	General

2. Classified Employment

- a. Resignation of the following person:
  - 1) Rodney Riggs, Maintenance/Custodian, for the purpose of retirement effective at the end of the day on September 30, 2008.
- b. Employment of Clairice Shook part-time as needed in the IT Department up to 29 hours per week for the 2008-2009 school year at step 0 of the Casual Labor Wage Scale.
- c. Employment of the following persons as substitutes in the area(s) indicated for the 2008-2009 school year pending receipt of BCI/FBI background checks:



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**CLASSIFIED**

Brown	Nancy	Secretary, Library
Byrd	Sherry	Sec, Cafe
Keim	Michelle	Secretary, Café, Cust
Lehman	Lola	Café, Cust., Sec
Lowther	Angela	Secretary
Klingman	Kimberly	Secretary
Parkinson	Amanda	Café, Sec

3. Consultant Contracts

a. Approved the following Consultant Contracts:

- 1) American Red Cross, CPR/First Aid Certification for MOMS program, on or about October 24 & 31, 2008, \$432.00.
- 2) Counseling Center, Post Partum Depression presentation for MOMS program, on or about October 22, 2008, \$52.50.
- 3) Jeff Stewart, We Gather & Stand Together: Immigrant Worker Project, on or about October 2008, \$1,000.00.
- 4) Your Human Resource Center, Drug & Alcohol Assessments & Job Skills Behavior Group for MOMS program, on or about October 2008, \$760.00.
- 5) Pam Tegtmeir, fitness evaluations for staff, on or about November 10, 2008, \$660.00.
- 6) Med Pro Group, flu shots for staff on or about mid October 2008, \$50 per hour for approximately 8 hours, \$400.00.
- 7) Christian Children's Home, SLC Training Sessions on September 26, 2008 and on or about October 3, 2008

4. Textbooks

a. Approved the following textbooks:

- 1) Nursing Assistants PKG textbook (c2008, 7<sup>th</sup> edition) as it is a new edition of the book previously used in Pre-nursing.
- 2) Auto Fundamentals textbook (c2005, new edition) as it is a new edition of the book previously used in Auto Tech.

5. Volunteers

- a. Approved Bethany Marcum as a volunteer in our Intervention Services/Extra Help area. She will be working directly with Jill Parker, Intervention Coordinator

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throughout her time at WCSCC. Bethany is a member of the volunteer service organization AmeriCorps and plans to be with us through March. She has gone through a background check and BCI/FBI finger printing through Tri County ESC. A biographical summary will be available at the BOE Meeting in September.

- b. Motion to approve the following volunteers for Adult Basic & Literacy Education (ABLE) & English for Speakers of Other Languages (ESL):

Donald Beam	Previous Volunteer
Lloyd Boyer	Previous Volunteer
Jim Collier	Retired Pastor of First Presbyterian Church
Mark DeWine	College of Wooster student
Douglas Fate	Aircraft Braking Systems Corp. retiree
Brendan Fate	College of Wooster student
Benjamin Gummo	College of Wooster student
Catherine Graves	Previous Volunteer
Jack Kane	Previous Volunteer
Cheryl Oswald	Retired Customer Service Representative
Erik Ramstad	College of Wooster student
Chad Setliff	College of Wooster student
George Shambaugh	Previous Volunteer
Ruth Shambaugh	Previous Volunteer

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

The motion was carried.

**C. REGULAR AGENDA**

1. A motion by Mrs. Lawson was seconded by Mr. Stuart to approve the following Grants and Agreements:
  - a. Approval of a Memo of Understanding between WCJVS District and Stark State College for Post Secondary Education Option (PSEO) Instruction.
  - b. Approval of a contract between WCSCC Practical Nursing Programs and Wooster City School District for securing a venue and custodial services at Wooster High School for a December 19<sup>th</sup> graduation/completion ceremony and reception for students completing the Wayne Adult School of Practical Nursing Program for a total of \$392.00.

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- c. Approval of Clinical Training Agreement between WCSCC and Wadsworth-Rittman Hospital for the purpose of the Medical Facility to provide clinical training for students enrolled in the Emergency Medical Technician Basic Program.
- d. Approval of Clinical Training Agreement between WCSCC and Wooster Community Hospital for the purpose of the Medical Facility to provide clinical training for students enrolled in the Emergency Medical Technician Basic Program.
- e. Approval of Clinical Training Agreement between WCSCC and Dunlap Community Hospital for the purpose of the Medical Facility to provide clinical training for students enrolled in the Emergency Medical Technician Basic Program.
- f. Approval of Violent Response Coverage to be added to our Insurance Package through Whitaker Myers Insurance Company at a limit of \$1,000,000 per year and an additional cost of \$514.00.

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

The motion was carried.

2. A motion by Mr. Crawford was seconded by Mr. Barnard to approve the following Documents and Materials:
  - a. WCSCC proposed calendar for 2008-2009
  - b. Job Descriptions
    - 1) AA Attendance
    - 2) AA Director of Operations and Adult Education
    - 3) AA Student Services
    - 4) AA Technology Discipline
    - 5) AA TRC
    - 6) AE Career Assessment Tech
    - 7) AE HR & Assessment Consultant
    - 8) Career Assessment Specialist
    - 9) Director of Operations
    - 10) Educational Technologist
    - 11) Manager AE
    - 12) Manager Technology
    - 13) Principal
    - 14) Supervisor Curriculum

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15) Supervisor Student Services

- c. Changes to the Adult Student Career Training Handbook 2008-2009.
- d. Approved the Environmental Science Curriculum Map.
- e. Revised Administrative & Managerial Handbook 2008-2009. Note: Previous handbook that was distributed without Superintendent and Treasurer included.
- f. Changes to the Adult & Community Education Employee Handbook of Policies & Procedures.
- g. Changes to the Adult & Community Education 120+ Schedule Staff Handbook Leave Policies.
- h. Changes to the High School Pre-Nursing Student-Parent Handbook.
- i. Changes to the Adult Nurse Aide Program Student Handbook.
- j. Changes to the Application for Classified Position and Application for Certified Position forms.

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

The motion was carried.

- 3. A motion by Dr. Roadruck was seconded by Mr. Stuart to adjourn the September Regular Board Meeting at 8:16 p.m.

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

The motion was carried.

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President

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Treasurer