



Kip Crain, Superintendent
Mary A. Workman, Treasurer
Matt Brown, Principal

518 West Prospect Street
Smithville, Ohio 44677

High School: 330-669-7000
High School Fax: 330-669-7001
Adult Education: 330-669-7070
Adult Ed Fax: 330-669-7071
Website: www.wcsc.org

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

**Wednesday, August 14, 2013
7:30 PM
Agenda (Exhibit A)**

I. Opening

- A. Call to Order - Pledge of Allegiance – Moment of Silence
- B. Roll Call
- C. Motion to approve the August 14, 2013 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Consideration of the possible re-employment of Dr. Kip Crain, Superintendent effective September 1, 2013:
 - 1. Public input
 - 2. Board discussion
- F. Staff Recognition
 - 1. Debra McDonald, Early Childhood Education and Care Instructor, WCSCC Staff Excellence Award. Deb has been recognized as the Ohio Association Teachers of Family and Consumer Sciences Teacher of the Year. She is also one of four finalists for the Ohio Department of Education Teacher of the Year for 2013-2014.
- G. Board Recognition
 - 1. Susie Lawson was selected as nominee for OSBA President Elect by the OSBA Nominating Committee and this will be voted on by the House of Delegates at the Capital Conference.
- H. Motion to approve the minutes from the July 17, 2013 Regular Board Meeting (**Exhibit B**) (**Voice**)

I. Board Committee Reports (**Exhibit C**)

Note: All items will be in written reports in exhibit unless a board member wants to request discussion, highlight an item, or add to a report.

1. Communications, Community Relations & Retention Committee

Chair: Janice Grim
Asst. Chair: Sue Williams
Staff Liaison: Kip Crain

2. Curriculum Committee

Chair: Susie Lawson
Asst. Chair: Bob Reynolds
Staff Liaison: Jeff Schleich

3. Facilities Committee

Chair: Frank Besancon
Asst. Chair: Curt Denning
Staff Liaison: Lynn Moomaw

4. Finance and Legislative Committee

Chair: Susie Lawson
Asst. Chair: Doug Stuart
Staff Liaison: Mary Workman

5. Personnel Committee

Chair: Greg Roadruck
Asst. Chair: Kurt Steiner
Staff Liaison: Matt Brown

6. Student Services Committee

Chair: Douglas Zook
Asst. Chair: Philip Keener
Staff Liaison: Matt Brown

7. Technology and Assessment Committee

Chair: Don Noble
Asst. Chair: Bill Gantz
Staff Liaison: Cheryl Boyer

J. Executive Session (if needed) (**Roll Call**)

II. Superintendent's Report

1. Director's Report (**Exhibit D**)
2. Principal's Report (**Exhibit E**)
3. Important Upcoming Dates and Times
 - a. Convocation Day is on Thursday, August 15, 2013
 - b. Teacher In-Service Day is on Friday, August 16, 2013
 - c. The first day of school for students is Monday, August 19, 2013
 - d. There will be no school on Monday, September 2, 2013 due to Labor Day
 - e. Monday, September 9, 2013 is Wayne County Fair Day and there will be no school for students and teachers
4. Motion to approve Superintendent's Report (**Voice**)

III. Treasurer's Consent Agenda (Roll Call After Discussion):

Note: Items under the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items prior to the time the Board votes unless a Board member requests an item be clarified or even removed from the agenda for separate action.

The Treasurer recommends the following actions:

1. Finance

- a. Approve the list of purchase orders for the month (**Exhibit F**)
- b. Approve the Financial Reports for July 2013 (**Exhibit G**)
- c. Approval to accept the following donations:
 - 1) 75 syringes from Monique Overstreet to be used in the nursing lab, approximate value of \$50
 - 2) Classroom tables and chairs, rug, assorted toys and a reading corner with an approximate value of \$600 from Help Me Grow for use in the Orrville Families Learning Together Program.
 - 3) Children's books, train table, Little Tikes climbing cube with an approximate value of \$300 from the Gault Family Learning Center for use in the Orrville Families Learning Together Program.
- d. Motion to approve the Treasurer's Consent Agenda (**Roll Call**)

IV. Superintendent's Consent Agenda (Roll Call After Discussion):

Note: Items under the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items prior to the time the Board votes unless a Board member requests an item be clarified or even removed from the agenda for separate action.

The Superintendent recommends the following actions:

NOTE: All employee hires are pending BCI/FBI background checks, appropriate licensure and any other required documentation.

1. Certified Employment

- a. Resignation of Kevin Wilson, Auto Technologies Instructor, for the purpose of accepting the Adult Education Industrial Training Coordinator position, effective at the end of the day on August 2, 2013.
- b. Approval for Pamela Vorkapich to be paid 1/7 of her salary for teaching zero period during the 2013-2014 school year.
- c. Approval of the re-employment of Dr. Kip Crain as Superintendent effective September 1, 2013 and ending on July 31, 2016.
- d. Employment of the following for 2013-2014 supplemental positions per the negotiated agreement:

2013-2014 Supplemental Position

Gregg Gillespie	3.0%	Mentor
Brett Gough	3.0%	Mentor
Kathy Hanna	3.0%	Mentor
Sarah Andrasik	2.5%	Key Club Advisor

- e. Approval of the following personnel as Extra Help Tutors for the 2013-2014 school year as needed, per time sheets:

	<u>Step</u>	<u>Hourly Rate</u>
Jennifer Casteel	0 Masters	\$20.36
Donna Ehlert	8 Masters	\$28.97
Mark Gerber	2 Bachelors	\$20.23
Gregg Gillespie	3 Masters	\$23.54
Catina Stecz	3 Bachelor	\$21.05
Theresa Morgan	4 Masters	\$24.60
Barb Nichols	5 Masters	\$25.66
Lori Bartel	4 Bachelors	\$21.87
Jackie Shrock	0 Masters	\$20.36
Sandy Stebbins	5 Bachelors	\$22.69

- f. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective August 15, 2013:

Last Name	First Name	Teaching Area	Contract Date
Ogden	Robert	General/Academics	2013-2014 school year
Sommer	Mark	AYA	2013-2014 school year

- g. 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 2013-2014 year:

- 1) Chris Boyan, ABLE Coordinator, Adult Literacy, FLT Rotary, Step 8, \$20.00 hourly, effective August 5, 2013

- h. Approval of the employment of the following certified personnel for Adult & Community Education, regularly scheduled effective 2013-2014 year:

- 1) Kevin Wilson, Industrial Training Coordinator, AE1, Step 23, 192 days on 120+ Schedule, effective August 5, 2013

- i. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:

- 1) Joan Kanne, Adult Practical Nursing Instructor, AE3, Step 17, \$36.52 hourly, effective July 1, 2013 – Supplemental

2. Classified Employment

- a. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:

- 1) Amanda Gorfi, Classroom Assistant, Step 10, \$13.00 hourly, effective August 17, 2013
- 2) Martha Hartshorn, Classroom Assistant, Step 1, \$9.40 hourly, effective August 19, 2013
- 3) Traci Meng, Classroom Assistant, Step 10, \$13.00 hourly, effective August 17, 2013

- b. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets, effective 2013-2014 year:

- 1) Cynthia Farron, Child Care Aide, FLT Rotary, Step 2, \$8.20 hourly, effective August 26, 2013
- 2) Teresa Johnson, Child Care Aide, FLT Rotary, Step 4, \$8.60 hourly, effective August 26, 2013
- 3) Melinda Wenger, Child Care Aide, FLT Rotary, Step 4, \$8.60 hourly, effective August 26, 2013

3. Consultant Contracts:

- 1) Diane Johnson, Floral Consultant for Landscape & Plant Technologies, \$1200

4. Volunteers: none

5. Approval to remove the following from inventory: none

6. Motion to approve the Superintendent's Consent Agenda (Roll Call)

V. Regular Agenda:

1. Motion to approve the following Grants and Agreements (Roll Call After Discussion):

- a. Approval to accept the bread bid from Nickles Bakery for purchase of products for the school lunch program during the 2013-2014 school year. This was the only bid received (copies available).
- b. Approval to accept the milk bid from Smith Dairy Enterprises for purchase of products for the school lunch program during the 2013-2014 school year. This was the only bid received (copies available).
- c. Approval for membership renewal to the State of Ohio Cooperative Purchasing Program for a total of \$100.
- d. Approval to enter into a Work Experience Agreement with CVS Pharmacy, Inc. to provide clinical experience to our Pharmacy Technicians and other students.
- e. Approval to enter into an Externship Agreement with Kmart to provide clinical experience to our Pharmacy Technicians and other students.
- f. Approval of a clinical agreement with Majora Lane Center for Rehabilitation and Nursing Care, Inc. (copies available)
- g. Approval of the History End of Course Exam (copy available)
- h. Approval of the Government End of Course Exam (copy available)

2. Motion to approve the following Resolution (Roll Call After Discussion):

Ohio Department of Education Waiver Day:

WHEREAS, the Wayne County Joint Vocational School District Board of Education has endorsed the district's involvement in the Student Learning Objectives initiative; and

WHEREAS, the faculty and staff at the Wayne County Joint Vocational School District has endorsed the district’s involvement in the Student Learning Objectives initiative; and

WHEREAS, the Ohio Department of Education provides a procedure for waiver of state statutes and rules; and

BE IT THEREFORE RESOLVED, the Wayne County Joint Vocational School District Board of Education petitions the Ohio Department of Education to use September 3, 2013 and December 2, 2013 as “waiver” days (students excused) from the adopted calendar for the purpose of staff professional development.

(Exhibit H)

3. Motion to approve the following Documents and Materials (Voice):

- a. Approval of the revised High School Patient Care Technology Program Student Handbook 2013-2014 (copy available)
- b. Approval of the revised 2013-2014 School Calendar (Exhibit I)
- c. Approval of the revised Adult & Community Education Student Handbook (copies available). This is a master handbook for all Adult & Community Education programs. All aspects of this handbook were reviewed by Lynn Moomaw, Sandy Elliott and Andrew Cerniglia.
- d. Approval of the High School Cosmetology Handbook (copies available)
- e. Approval of the following job descriptions (copies available):
 - 1) Maintenance Manager
- f. Approval of the following revised/new policies (copies available):

Section	Number	Status	Title
Policy	3120	Revised (1 st read)	Employment of Professional Staff
Policy	3120.05	Revised (1 st read)	Employment of Professional Staff Members in Summer School & Adult Education Programs
Policy	3120.06	Revised (1 st read)	Selecting Student Teachers/ Administrative Interns

VI. Items of Discussion

- 1. First reading of the Adult & Community Education Student Handbook Program Addendums (copies available):

- a. Cosmetology
 - b. Emergency Medical Technician
 - c. Firefighter Volunteer
 - d. Firefighter Level 1
 - e. Firefighter Level 1 Transition
 - f. Law Enforcement Training Academy
 - g. Medical Assisting
 - h. NATCEP
 - i. Nursing
 - j. Phlebotomy
2. Appoint the Delegate and Alternate to the OSBA Capital Conference.

NOTE: Please let the Treasurer know if you wish to be registered through the Career Center and if you need arrangements made.

3. First reading of the Course of Study for Medical Office Management (copies available).
4. Board discussion.

VII. Executive Session (if needed) (Roll Call)

VIII. Adjournment (Voice)

**NOTE: The next Regular Board Meeting will be held on Wednesday, September 18, 2013.
The reception will begin at 7:00 PM and the meeting will begin at 7:30 PM.**