



Kip Crain, Superintendent
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Matt Brown, Principal

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

*****Prior to the start of the meeting, the District Records Commission – Board President, Superintendent, and Treasurer – will meet to consider district records.**

**Wednesday, December 18, 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 December 18, 2013 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Staff Recognition
 - 1. Tom Nadelin, Maintenance Manager, WCSCC Staff Excellence Award
- F. Motion to approve the minutes from the November 20, 2013 Regular Board Meeting (**Exhibit B.1**) and the December 3, 2013 Special Board Meeting (**Exhibit B.2**) (**Voice**)

G. 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

H. Executive Session (for the purpose of discussing the contract of a public employee) (**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. Christmas Break will be Monday, December 23rd through Friday, January 3rd with staff and students returning on Monday, January 6th
 - b. The Winter Holiday Celebration and Chili Cook-Off, sponsored by the M&M Committee, will take place on Thursday, December 19th in the commons right after school. All board members are invited to attend. You may also enter your chili in the contest!
 - c. The CENTS Show and Nursery/Landscape Contest will take place from 1/13-1/15/14 in Columbus.
 - d. Career Tech Tuesday will be held on 1/14/14.
 - e. 1/20/14 is Martin Luther King Jr. Day and there will be no school for students and staff.
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. Approval of the list of purchase orders for the month (**Exhibit F**)
- b. Approval of the Financial Reports for November 2013 (**Exhibit G**)
- c. Approval of a new Student Activity Club budget for Diversity Club, Account #960A (**Exhibit H**)
- d. Approval of a purchase order to Pioneer Trails for the cost of mileage to and from the hotel and convention center for the National FFA Convention on 10/30/2013 – 11/1/2013. The extra mileage cost is \$675 and is to be paid out of the Ag Mechanics Student Activity Fund.
- e. Approval for the sponsorship and support of Mary Workman for the 2014 Ohio Association of School Board Officials (OASBO) Leadership Workshop Series (copies available).
- f. Approval to increase minimum wage to \$7.95 per hour for non-tipped employees on January 1, 2014 per the Ohio Department of Commerce.

g. Approval of the acceptance of the following donations:

- 1) Donation of one case of peanut butter and one case of jelly with an approximate value of \$50 from the J.M. Smucker Company to be used in the Families Learning Together Program
- 2) Donation of seven boxes of children’s books with an approximate value of \$150 from Help Me Grow for use in the Families Learning Together Program
- 3) Donation of a 1992 Cadillac from Robert Mathys for use in the Auto Technologies program, with an approximate value of \$1,500
- 4) Drawing prizes from local businesses and vendors for Open House totaling \$181 (copies available)

h. Motion to approve the Treasurer’s Consent Agenda (**Roll Call**)

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

NOTES:

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

The Superintendent recommends the following actions:

1. Certified Employment

- a. Resignation of Sara Fox, Adult Basic Literacy Education Instructor, effective December 31, 2013
- b. Resignation of Misty Green, Adult Education Instructor, effective December 18, 2013
- c. Approval of Chris Boyan as an Ohio Teacher Evaluation System (OTES) Credentialed Teacher Evaluator (copies of credentials available) (no additional stipend).
- d. Employment of the following substitute teachers for the 2013-2014 school year:

Last Name	First Name	Long-term substitute Teaching Area(s)	Effective Contract Date
Bertsch	Ryan		December 19, 2013
Chapman	Suzanne	Cosmetology	December 19, 2013
Duell	Stephanie		December 19, 2013
Gelvin	Courtney	Cosmetology	December 19, 2013
Kitzmiller	Pamela		December 19, 2013
Mennell	Tiffany	Cosmetology	December 19, 2013
Neuenschwander	Shannon		December 19, 2013
Nivens	Dann	Criminal Justice	December 19, 2013

Reardon	Bernadette	Cosmetology	December 19, 2013
Snow	Misty	Cosmetology	December 19, 2013
Snyder	Luanne		December 19, 2013
Stahl	Andrea	Graphic Design & Photography	December 19, 2013

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

- 1) William Biasella Jr., Public Safety Services Instructor, Step 10, \$25.00 hourly, effective January 1, 2014
- 2) Suzanne Chapman, Adult Education Instructor, Step 12, \$16.50 hourly, effective December 1, 2013
- 3) Robert Fein, Trade & Industry Apprenticeship Instructor, Step 5, \$20.00 hourly, effective January 1, 2014
- 4) Courtney Gelvin, Adult Education Instructor, Step 12, \$16.50 hourly, effective December 1, 2013
- 5) Tiffany Mennell, Adult Education Instructor, Step 13, \$17.00 hourly, effective December 1, 2013
- 6) Bernadette Reardon, Adult Education Instructor, Step 13, \$17.00 hourly, effective December 1, 2013
- 7) Misty Snow, Adult Education Instructor, Step 13, \$17.00 hourly, effective December 1, 2013
- 8) Donald Sublett, Trade & Industry Apprenticeship Instructor, Step 3, \$18.00 hourly, effective January 1, 2014

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

- 1) Melody Martel, Adult Education Instructor, LPN, Step 5, \$20.25 hourly, effective December 1, 2013

2. Classified Employment

a. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year:

Last	First	Sub Area	Contract Date
Sas	Kristi	Classified	December 19, 2013
Stahl	Andrea	Classified	December 19, 2013

3. Consultant Contracts:

- a. Greg Thompson, Adult Child & Infant CPR, on or about January 22, 2014, \$220
- b. Greg Thompson, Adult Child & Infant CPR, on or about March 26, 2014, \$220
- c. Greg Thompson, Adult Child & Infant CPR, on or about May 28, 2014, \$220

4. Volunteers: none

5. Item for approval:

- a. Approval of reimbursement payment to Dr. Kip Crain for an AVIS rental car from Chicago O'Hare Airport to Akron Canton airport in the amount of \$171.83 (copies available). Refund from United Airlines flight tickets will be signed over to deposit to WCSCC funds.

6. Approval to remove the following from inventory:

- a. Disposal of obsolete or broken technology items (copies available)

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

8. Classified Employment

- a. Employment of Kathy Keener, Classroom Aide, for the 2013-2014 school year, hourly/regularly scheduled, not to exceed 29.5 hours per week at \$11.53/hour on Step 5 of the Classroom Aide Salary Schedule effective December 10, 2013. **(Roll Call)**

V. Regular Agenda:

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

- a. Approval to apply for a renewal grant in the approximate amount of \$68,000 from the United Way of Wayne and Holmes Counties for the Adult Basic & Literacy Education & Families Learning Together programs
- b. Approval to apply for a renewal grant in the approximate amount of \$35,000 from Orrville United Way for the Adult Basic & Literacy Education & Families Learning Together programs
- c. Approval of a clinical agreement with Cleveland Clinic Women's Health Center (copies available)
- d. Approval of a clinical agreement with Wooster OB-GYN (copies available)
- e. Approval to continue membership in the O.S.B.A. Legal Assistance fund for January 1, 2014 through December 31, 2014. The cost is \$250, which is the same as last year's cost.
- f. Approval to renew the educational institute/school membership with the Orrville Area Chamber of Commerce, Inc. for 2014 at a cost of \$250.
- g. Approval of an agreement with Lutheran Social Services of Central Ohio for Practical Nursing Clinicals **(Exhibit I)**

2. Motion to approve the following Resolution (Roll Call After Discussion) (none)

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

a. Approval of the following revised/new/deleted policy (copy available):

Section	Number	Status	Title
Policy	0110	Revised	Identification
Policy	0140	Revised	Membership
Policy	1220	Revised	Employment of the Superintendent
Policy	1310	Revised	Employment of the Treasurer
Policy	1520	Revised	Employment of the Administrators
Policy	1630.01	New	FMLA Leave
Policy	1662	New	Anti-Harassment
Policy	2271	Revised/New	Postsecondary Enrollment Programs
Policy	2280	New	Preschool Program
Policy	2430	Revised	District-Sponsored Clubs & Activities
Policy	3120	Revised	Employment of Professional Staff
Policy	3220	Revised	Staff Evaluation
Policy	3362	Revised	Anti-Harassment
Policy	3430.01	Revised	FMLA Leave
Policy	4362	Revised	Anti-Harassment
Policy	4430.01	Revised	FMLA Leave
Policy	5513	Revised	Care of District Property
Policy	5515.01	Revised	Safe Operation of Motorized Utility Vehicles by
Policy	5517	Revised	Anti-Harassment
Policy	5517.01	Revised	Bullying & Other Aggressive Behavior
Policy	6152	Revised	Student Fees, Fines, & Charges
Policy	7300	Revised	Disposition of Real-Personal Property
Policy	8210	Revised	School Calendar
Policy	8390	New	Animals on District Property
Policy	8405	Revised	Environmental Health & Safety Issues
Policy	8462	Revised	Student Abuse & Neglect
Policy	8510	Revised	Wellness
Policy	9160	Revised	Public Attendance at School Events

b. Approval of the updated Records Retention Schedule (RC-2) (**Exhibit J**)

c. Approval of the following overnight field trip request (copies available):

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
1/14/14	Gregg Gillespie	State FFA Landscape/Nursery Career Development and Competition Event Hyatt Regency Greater Columbus Convention Center – Columbus, OH

VI. New Business (Roll Call After Discussion)

- a. Approval of the following resolution:

RESOLUTION to amend the treasurer's employment contract:

WHEREAS, the Treasurer's Employment Contract with the Board of Education is effective from August 1, 2012 through July 31, 2015 and provides for consideration by the Board for an annual adjustment in base salary and for an additional annuity based upon the board's evaluation of the Treasurer; and

WHEREAS, the Board of Education has evaluated the Treasurer and has met with her and is desirous of amending her employment contract to provide for a salary increase and an annuity benefit for the second year of contract;

NOW THEREFORE BE IT RESOLVED, that the Treasurer's Employment Contract is consistent with the attached First Amendment to the Treasurer's Contract (**Exhibit K**).

VII. Items of Discussion

1. Determine the time of the January 15, 2014 Organizational Meeting.
2. Approval to appoint the current Board President as the President Pro-tempore for the 2014 Organizational Meeting and to set the first item of business for the January Regular Meeting as the Public Budget Hearing (**After Discussion, Roll Call Vote Needed**).
3. Board discussion.

VIII. Executive Sessions

1. For the purpose of discussion of the consideration of the discipline of a public employee (**Roll Call**)
2. For the purpose of discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action (**Roll Call**)

IX. Adjournment (Voice)

NOTE: The Organizational Meeting will be held on Wednesday, January 15, 2014 with the Regular Meeting immediately following. The time will be determined per discussion above.