

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
DECEMBER 19, 2012

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Stuart at 7:30 p.m. on Wednesday, December 19, 2012, in the Career Center.

Pledge of Allegiance was given by Lynn Moomaw.

ROLL CALL

Roll Call showed members Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Mr. Robert Reynolds, Dr. Gregory Roadruck, Mr. Kurt Steiner, Mr. Doug Stuart, Mrs. Sue Williams, and Mr. Douglas Zook in attendance.

Mr. Besancon entered at 7:35 p.m.

Mr. Denning and Mrs. Marlar were unable to attend.

PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS

OUTSTANDING BUSINESS PARTNER RECOGNITION

Gerber Lumber and Hardware: Connie Curren and Mark Dorffer.

BOARD MINUTES

A motion by Mrs. Lawson was seconded by Mr. Zook to approve the minutes from the November 14, 2012, Regular Board Meeting.

Voice call vote on the motion was as follows: Mrs. Lawson, Mr. Zook, Mr. Besancon, Grim, Mr. Keener, Mr. Noble, Mr. Reynolds, Dr. Roadruck, Mr. Steiner, Mr. Stuart, and Mrs. Williams – all say yes.

The motion was carried.

BOARD COMMITTEE REPORTS

Finance & Legislative Committee Reports
Personnel Committee Reports

SUPERINTENDENT'S REPORT

A motion by Dr. Roadruck was seconded by Mrs. Williams to approve the Superintendent's Report as follows:

1. Director's Report

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SUPERINTENDENT'S REPORT – (Con't)

2. Principal's Report

3. Important Upcoming Dates and Times

Dr. Crain updated the Board on the costs associated with sharing a Resource Officer, Project Lead the Way Program and the Exercise Science and Sports Medicine Program.

- a. Christmas Break will be Monday, December 24th through Tuesday, January 1st with staff and students returning on January 2nd.
- b. Staff Holiday Party/Chili Cook-Off will be held after school in the Commons on Thursday, December 20th. Board members are invited to attend this celebration with our staff.
- c. Career Tech Tuesday will be held during the school day on January 15th and February 12th.
- d. There will be no school on Monday, January 21st for Martin Luther King Day.
- e. Parent Teacher Conferences will be from 4-7 p.m. on Thursday, February 14th.
- f. There will be no school on Friday, February 15th and Monday, February 18th.

Voice call vote on the motion was as follows: Dr. Roadruck, Mrs. Williams, Mr. Besancon, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mr. Noble, Mr. Reynolds, Mr. Steiner, Mr. Stuart, and Mr. Zook – 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 November 2012
- c. Approval of the reclassification of the Principals Account from a 200 Fund into a 108 Fund for Public School Support.
- d. Approval to dispose of various malfunctioning or obsolete equipment.
- e. Approval to pay for coursework for Cheryl Daniels-Koehler for licensure for Career Assessment Specialist, \$3,052.50.

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- f. Approval to accept the following donations:
 - 1) \$250 toward the STAR account to purchase mugs as an incentive for student success from the Wayne County Community Federal Credit Union.
 - 2) Various items from local businesses and vendors for Open House totaling \$1,387.38.
 - 3) \$300 from Lara Schmidt towards Adult Education Scholarships.

- g. Approve the following Purchase Orders over \$5,000:
 - 1) SkillsUSA VICA Ohio Association, adult and student memberships, \$6,709
 - 2) Riceland Cabinet, casework for student coffee café, \$22,468.51
 - 3) Petsmith LLC, grooming kits for animal care and management, \$6,560
 - 4) Squire Sanders (US) LLP, legal services FY13, \$45,000
 - 5) Wayne County Treasurer Muskingum Watershed Tax Assessment \$5,500

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

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

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

- 1. Certified Employment
 - a. Resignation of John Cullen, Adult & Community Education Assessment & Counseling Coordinator, effective November 15, 2012.
 - b. Resignation of Lara Schmidt, Adult & Community Education Trade & Industry Apprenticeship Instructor, effective December 31, 2012.
 - c. Resignation of Noah Wellman, Adult & Community Education Trade & Industry Apprenticeship, effective December 8, 2012.
 - d. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- 1) Emily Engman, Instructor, AE, FLT Rotary, Step 9, \$15.00 hourly, effective January 3, 2013.
 - 2) Donna Goodwill, Adult Practical Nursing Instructor, MSN, Step 5, \$26.00 hourly, effective, December 14, 2012.
 - 3) Martha Starr, Adult Education Instructor, Step 20, \$21.00 hourly, effective December 5, 2012.
 - 4) Martha Starr, Instructor, ABLE, Adult Literacy, Step 9, \$15.00 hourly, effective December 5, 2012.
2. Classified Employment
- a. Approval of the employment of Darlene Shelly, Classroom Aide, hourly/part-time/as needed/regularly scheduled/per time sheets, Step 0, \$9.98 per hour of the Classroom Aide salary schedule, effective October 29, 2012 for the 2012-2013 school year.
 - b. Approval of the employment of Carol Wilfong, Classroom Aide, hourly/part-time/as needed/regularly scheduled/per time sheets, Step 0, \$9.98 per hour per the Classroom Aide salary schedule, effective October 29, 2012 for the 2012-2013 school year.
 - c. Approval of the employment of Sidney Cammer, Classroom Aide, for the 2012-2013 school year, hourly/regularly scheduled/per time sheets, Step 0, \$9.98 per hour per the Classroom Aide salary schedule, effective December 17, 2012 for the 2012-2013 school year.
 - d. Approval of the employment of Myla Hershberger, Study Hall Monitor, hourly/part-time/as needed/regularly scheduled/per time sheets, Step 1, \$9.40 per hour per the Casual Labor Salary Schedule, effective November 26, 2012 for the 2012-2013 school year.
 - e. Approval of the employment of Debra Becker, Account Clerk II, Step 13, \$19.09 per hour per the Non-Bargaining Unit Handbook for new hires after July 1, 2011, effective January 7, 2013, 121 days (plus 4 holidays) prorated portion of the 260 day, 11 holiday contract.
 - f. Resignation of Kimberly Sanders, Study Hall Monitor, effective November 26, 2012.

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- g. Approval of Kevin Fields part-time/as needed/per time sheets, Step 0, \$9.00 per hour per the Casual Labor wage scale for snow removal and lawn care, effective December 19, 2012 for the 2012-2013 school year.
- h. Approval of the employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:
 - 1) Emily Engman, Child Care Aide, FLT Rotary, Step 14, \$10.80 hourly, effective January 3, 2013.

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

The motion was carried.

GRANTS AND AGREEMENTS

A motion by Dr. Roadruck was seconded by Mr. Besancon to approve the following Grants and Agreements:

- a. Approval to submit a renewal grant in the approximate amount of \$70,000 to the United Way of Wayne and Holmes Counties for the Families Learning Together program.
- b. Approval of an agreement with Summa Wadsworth-Rittman Hospital for the purpose of providing fieldwork experience for students enrolled in the Emergency Medical Technician (EMT) program.
- c. Approval of a 3-year contract with School Datebooks Inc. to publish student-parent handbooks for 2013-2014, 2014-2015 and 2015-2016 for a total of \$3,427.20.
- d. Approval of a clinical contract with Majora Lane Center.
- e. Approval of a clinical contract with Wadsworth Pointe.
- f. Approval of a clinical contract with Wayne County Care Center.
- g. Approval of a clinical contract with Burbank Park.
- h. Approval of a revised clinical contract with Scenic Pointe Nursing and Rehabilitation.

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GRANTS AND AGREEMENTS – (Con't)

- i. Approval of a revised clinical contract with Sycamore Run Nursing and Rehabilitation.
- j. Approval to renew the educational institution/school membership with the Orrville Area Chamber of Commerce, Inc. for 2013 at a cost of \$250.

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

The motion was carried.

OHIO DEPARTMENT OF EDUCATION WAIVER DAY RESOLUTION

A motion by Mr. Reynolds was seconded by Dr. Roadruck to approve the following Resolution #12-11 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 February 7, 2013 as a "waiver" day (students excused) from the adopted calendar for the purpose of staff professional development.

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

The motion was carried.

DOCUMENTS AND MATERIALS

A motion by Mr. Besancon was seconded by Mr. Steiner to approve the following documents and materials:

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DOCUMENTS AND MATERIALS – (Con’t)

- a. Approval of the following overnight field trip request:

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
1/15-1/16/13	Gregg Gillespie	State FFA Landscape/Nursery CDE and OSU Short Course/Trade Show Red Roof Inn Downtown Columbus Columbus Convention Center – Columbus, OH

- b. Approval to remove the following requirement from all job descriptions:

- 1) Ohio Department of Public Safety, Division of Homeland Security, Public Employee Form completed and signed prior to initial employment.

- c. Approval of the following revised Administrative Guidelines, Policies and Forms:

Section	Number	Status	Title
Policy	8120	Delete	Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA)
Policy	1220	Revise	Employment of the Superintendent
Policy	1310	Revise	Employment of the Treasurer
Policy	1520	Revise	Employment of Administrators
Policy	3120	Revise	Employment of Professional Staff
Policy	3120.04	Revise	Employment of Substitute Teachers
Policy	3120.05	Revise	Employment of Professional Staff Members in Summer School and Adult Education Programs
Policy	3120.06	Revise	Selecting Student Teachers/Administrative Interns
Policy	3120.07	Revise	Employment of Casual Resource Personnel
Policy	3120.08	Revise	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
Policy	4120	Revise	Employment of Classified Staff
Policy	4120.04	Revise	Employment of Substitutes
Policy	4120.08	Revise	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
Policy	6320	Revise	Purchases
Policy	6440	Revise	Cooperative Purchasing
Policy	6450	Revise	Local Purchasing
Policy	6460	Revise	Vendor Relations

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DOCUMENTS AND MATERIALS – (Con't)

Guideline	AG 3120B	Revise	Appointment of Personnel to Compensated Co-Curricular/Extra-Curricular Activities
Guideline	AG 3120C	Revise	Pre-Employment Interview Questions
Guideline	AG 3120.04	Revise	Employment of Substitutes
Guideline	AG 3120.05	Revise	Employment of Summer School Staff
Guideline	4120C	Revise	Pre-Employment Interview Questions
Guideline	AG 4120.04	Revise	Employment of Substitute Classified Staff
Guideline	AG 6320C1	Revise	Bidding
Guideline	AG 6320C2	Revise	Instructions to Bidders
Bylaw	0160	New	Use of Personal Communication Devices
Policy	1411	Revise	Whistleblower Protection - Administration
Policy	1422	New	Non-Discrimination and Equal Employment Opportunity – Administration
Policy	2260	Revise	Non-Discrimination and Access to Equal Educational Opportunity
Program	2340	Revise	Field and Other District-Sponsored Trips
Policy	3122	Revise	Non-Discrimination and Equal Employment Opportunity- Professional Staff
Policy	3142	Revise	Non-Renewal of a Teacher Contract
Policy	3211	Revise	Whistleblower Protection – Professional Staff
Policy	3220	Replacement	Staff Evaluation – Professional Staff
Policy	4122	Revise	Non-Discrimination and Equal Employment Opportunity – Classified
Policy	4211	Revise	Whistleblower Protection – Classified Staff
Policy	5136	Replacement	Personal Communication Devices – Students
Policy	5136V1	Delete	Wireless Communication Devices – Students
Policy	5136V2	Delete	Wireless Communication Devices – Students
Policy	5410	Revise	Promotion, Academic Acceleration, Placement and Retention- Students
Policy	5517.01	Revise	Bullying and Other Forms of Aggressive Behavior – Students
Policy	6107	New	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures
Policy	7300	Revise	Disposition of Real Property/Personal Property
Policy	7530.01V1	Replacement	Cell Phone Allowance
Policy	7530.02	New	Staff Use of Personal Communication Devices
Policy	7542	Replacement	Access to District Technology Resources from Personal Communication Devices
Policy	8120	Delete	The Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA)
Policy	8210	Revise	School Calendar
Policy	8462	Revise	Student Abuse and Neglect
Policy	8800	Revise	Religious/Patriotic Ceremonies and Observances
Policy	8900	Revise	Anti-Fraud

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DOCUMENTS AND MATERIALS – (Con't)

d. Approval of the new editions of the following textbooks:

- 1) Adobe InDesign CS5 Classroom in a Book, 2010 by Adobe Press
- 2) Adobe Photoshop CS5 Classroom in a Book, 2010 by Adobe Press
- 3) Teach Yourself VISUALLY Photoshop CS5, 2010 by Wiley Publishing Inc.

e. Approval of the revisions to the following course of study:

- 1) Utilities and Alternative Energy

Voice call vote on the motion was as follows: Mr. Besancon, Mr. Steiner, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mr. Noble, Mr. Reynolds, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

ITEMS OF DISCUSSION

President Stuart reviewed the events of the past year and expressed his gratitude.

1. January 15, 2013 Organizational Meeting @ 7:30 p.m.
2. First reading of the following textbooks:
 - a. Adobe Illustrator CS5 Classroom in a Book, 2010 by Adobe Press
 - b. The Design Collection Revealed: Adobe Indesign CS5, Photoshop CS5 and Illustrator CS5, 1st edition, 2011 by Delmar Cengage Learning
3. First reading of the revision to the following handbook:
 - 1) High School Cosmetology Handbook
4. A motion by Mr. Besancon was seconded by Mrs. Williams to appoint the current Board President as the President Pro-tem for the 2013 Organizational Meeting and to set the first item of business for the January Regular Meeting as the Public Budget Hearing.

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

The motion was carried.

5. First reading of the following job descriptions and set of expectations:

- a. Supervisor Career Tech and Nursing
- b. Supervisor Curriculum
- c. Supervisor of Career and Technical Education
- d. Director of Operations
- e. Manager AE
- f. Manager Technology
- g. Principal
- h. Parking Lot Monitor Expectations

Dr. Crain thanked President Stuart for his contributions this past year. Dr. Crain thanked all the board members for all they have done.

ADJOURNMENT

A motion by Mr. Noble was seconded by Mr. Reynolds to adjourn the December Board Meeting at 8:33 p.m.

Voice call vote on the motion was as follows: Mr. Noble, Mr. Reynolds, Mr. Besancon, Mrs. Grim, Mr. Keener, Mrs. Lawson, Dr. Roadruck, Mr. Steiner, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

President

Treasurer