

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
SEPTEMBER 18, 2013

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Keener at 7:30 p.m. on Wednesday, September 18, 2013, in the Career Center.

Pledge of Allegiance given by Lyn Boggs - Moment of Silence

ROLL CALL

Roll call showed members Mr. Curt Denning, Mr. Bill Gantz, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Mr. Robert Reynolds, Mr. Kurt Steiner, Mr. Doug Stuart, and Mr. Doug Zook in attendance.

APPROVAL OF AGENDA CORRECTIONS/ADDITIONS/DELETIONS

A motion by Mr. Stuart was seconded by Mr. Gantz to approve the September 18, 2013 agenda, corrections, additions, and deletions.

Roll call vote on the motion was as follows: members Mr. Stuart, yes; Mr. Gantz, yes; Mr. Denning, yes; Mrs. Grim, yes; Mrs. Lawson, yes; Mr. Noble, yes; Mr. Reynolds, yes; Mr. Steiner, yes; Mr. Zook, yes; and Mr. Keener, yes.

The motion was carried.

PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS

John Miller, Chris Boyan, and Barb Houmard.

OUTSTANDING BUSINESS PARTNER

Tom Machamer, Cedar Lane Farms

STAFF RECOGNITION

John Miller, Exercise Science and Sports Medicine Instructor, WCSCC Staff Excellence Award

Mrs. Williams entered @ 7:38 p.m.

BOARD MINUTES

A motion by Mrs. Lawson was seconded by Mrs. Williams to approve the minutes from the August 7, 2013, Special Board Meeting and August 14, Regular Board Meeting.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

BOARD MINUTES – (Con't)

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

The motion was carried.

BOARD COMMITTEE REPORTS

Finance & Legislative Committee Reports

Mr. Besancon entered @ 7:44 p.m.

Dr. Roadruck entered @ 7:55 p.m.

SUPERINTENDENT'S REPORT

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

1. Director's Report
2. Principal's Report
3. Important Upcoming Dates and Times
 - a. Parent teacher conferences will be held on Thursday, October 3, 2013 from 4-8 p.m.
 - b. Friday, October 18 will be a staff in-service day from 8 a.m. until 3 p.m. October 18th is also the last day of the nine week grading period.
 - c. Advisory Committee meetings will be held on Thursday, November 7th at 4:45 p.m.

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

The motion was carried.

Dr. Crain informed the Board that he will be attending the ACTE National Conference that is being held in Las Vegas this year. Dr. Crain attends the National Conference each year and brings the information back to the school. This conference is typically held in Las Vegas every four years.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

TREASURER'S CONSENT AGENDA

A motion by Mrs. Lawson was seconded by Mr. Stuart 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 August 2013.
- c. Approval of Amended Appropriations.
- d. Approve the following Change Funds for the 2013-2014 school year:

Change Funds

\$ 450.00	Cafeteria
350.00	Culinary Arts C.S.
100.00	Treasurer's Office
100.00	Adult Education Office
80.00	Landscape & Plant Technologies C.S.
75.00	Central Receiing
75.00	Principal's Office
75.00	Dale Tackett – Fees
50.00	Animal Care C.S.
75.00	Cosmetology C.S.
<u>25.00</u>	<u>Front Office – Parking Permits</u>

\$1,455.00 Total Change Funds

- e. Approval to accept the following donations:
 - 1) Donation of nursing uniforms by Sara Marty; 20 tops, 10 pants, 1 full uniform; approximate value of \$475.

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

The motion was carried.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA

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

1. Certified Employment

- a. Jennifer Rue, Interactive Media Instructor, moved to Class II, Step 0 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement.
- b. Resignation of Tammy Hackenberg, Medical Office Assistant Instructor, effective at the end of the day on September 11, 2013.
- c. Employment of the following for 2013-2014 supplemental positions per the negotiated agreement:

2013-2014 Supplemental Position

Sandy Stebbins	1.5%	Dual Enrollment Incentive
Amy Tietz	1.5%	Dual Enrollment Incentive
Kimberly Huffman	3.0%	Mentor
Al Zimmerman	3.0%	Mentor
Amy Tietz	3.0%	Mentor
Catina Stecz	3.0%	Mentor
Jennifer Casteel	3.0%	Mentor
Bruce Woodruff	3.0%	Mentor
Amber Long	3.0%	Mentor
Aaron Miller	3.0%	Mentor
Shelly Perry	3.0%	Mentor

- d. 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>
Chris Seal	0 Bachelors	\$18.60

- e. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Last Name	First Name	Teaching Area
Ragins	Alexandria	Academic

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

Dixon	Shelley	CT/Dental Assisting
Zehe	Christopher	Intervention Specialist
Zehe	Betty	CT/Early Childhood Handicapped
Reynolds	Kathryn	Academic
Boyd	Kelly	CT/Early Childhood
Boyd	Lynette	CT/Cosmetology
Sherwood	Justine	Handicapped/AYA
Lisic	Mary Lou	CT/Academic
Chapman	Sue	CT/Cosmetology
Wolf	Timothy	General
Robinson	Lori	General
Parker	Jill	Academic

- f. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Last	First	Sub Area	Step	Rate	Degree
Pawlicki	Mary	School Nurse	2	\$23.50/hr	BSN
Uhler	Amanda	Nursing Instructor/School Nurse	1	\$23.00/hr	BSN

- g. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/hourly, regularly scheduled, effective 2013-2014 year:

- 1) Misty Green, Medical Assisting Instructor, Step 7, \$27.00 hourly, effective September 12, 2013

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

- 1) Chris Dalessandro, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective August 20, 2013
- 2) Paul Gummo, Trade & Industry Apprenticeship Instructor, Step 8, \$23.00 hourly, effective August 20, 2013

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

- 3) Jeff Mehling, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective August 22, 2013 – Supplemental
- 4) Tracy Todich, Adult Education Instructor, RN, Step 7, \$25.00 hourly, effective September 18, 2013 - Supplemental
- 5) Amanda Uhler, Adult Practical Nursing Instructor, BSN, Step 1, \$23.00 hourly, effective September 18, 2013
- 6) Kevin Wilson, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective September 5, 2013 - Supplemental

2. Classified Employment

- a. Resignation of Carolyn Wilfong, Cafeteria Cashier, effective August 13, 2013.
- b. Resignation of Clairice Shook, IT Specialist, effective July 15, 2013.
- c. Employment of the following as Weekday School Monitors for the 2013-2014 schoolyear on an as needed basis, per time sheet. Rate of pay \$12/hr.

Vickie Ickes
Christina Rutter

- d. Employment of Brian Spangler, Cafeteria Cashier, for the 2013-2014 school year, part time/hourly, regularly scheduled as needed per time sheets, not to exceed 29.5 hours per week at \$9/hour on Step 0 of the Casual Labor Wage Scale, pending receipt of BCI/FBI background checks, effective August 28, 2013.
- e. Employment of Brent Edington, Evening IT Specialist, for the 2013-2014 school year, part time/hourly, as needed per time sheets, not to exceed 29.5 hours per week at \$9/hour on Step 0 of the Casual Labor Wage Scale, pending receipt of BCI/FBI background checks, effective August 15, 2013.
- f. Employment of Celia Pumphrey, Classroom Aide, for the 2013-2014 school year, hourly/regularly scheduled, Step 0, \$9.98/hour per the Classroom Aide Salary Schedule effective August 13, 2013 (was August 19, 2013).
- g. Employment of Christina Rutter, Classroom Aide, for the 2013-2014 school year, hourly/regularly scheduled, Step 3, \$10.78/hour per the Classroom Aide Salary Schedule effective August 13, 2013 (was August 19, 2013).
- h. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

Last	First	Sub Area
Bonnell	Carol	Classified
Jacobs	Regina	Classified
Schaffter	Lloyd	Classified

3. Consultant Contracts: none
4. Volunteers: none
5. Approval to remove the following from inventory: none

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

The motion was carried.

GRANTS AND AGREEMENTS

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

- a. Approval of a clinical agreement with Glendora Health Care Center.
- b. Approval of a clinical agreement with Green Local Schools.
- c. Approval to request services, choose vendors, and enter into contracts for local and long distance telephone service, wireless voice service, and Internet access to meet the requirements of the Universal Service Fund/Schools and Libraries Division Program for the next funding year. The program, also known as “e-rate”, currently provides us with an 80% discount on these services.

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

The motion was carried.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

DOCUMENTS AND MATERIALS

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

- a. Approval of the 2013-2014 Human Resource Flow Chart
- b. Approval of the Course of Study for Medical Office Management
- c. Approval of the job descriptions:
 - 1) Aide – ECE
 - 2) Practical Nursing Coordinator
- d. Approval of the following revised/new policies:

Section	Number	Status	Title
Policy	3120	Revised (2nd read)	Employment of Professional Staff
Policy	3120.05	Revised (2nd read)	Employment of Professional Staff Members in Summer School & Adult Education Programs
Policy	3120.06	Revised (2nd read)	Selecting Student Teachers/ Administrative Interns

- e. Approval of the Adult & Community Education Student Handbook Program Addendums:
 - 1) Cosmetology
 - 2) Emergency Medical Technician
 - 3) Firefighter Volunteer
 - 4) Firefighter Level 1
 - 5) Firefighter Level 1 Transition
 - 6) Law Enforcement Training Academy
 - 7) Medical Assisting
 - 8) NATCEP
 - 9) Nursing
 - 10) Phlebotomy

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

The motion was carried.

Minutes of the Regular Meeting of the Wayne County
Joint Vocational School District Board of Education

ITEMS OF DISCUSSION

1. First reading of the revised Adult & Community Education Student Handbook.
2. First reading of the following revised/new policy:

Section	Number	Status	Title
Policy	4213	Revised (1 st read)	Student Supervision & Welfare

3. Board discussion.

ADJOURNMENT

A motion by Mr. Stuart was seconded by Mr. Zook to adjourn the September Regular Board Meeting at 8:21 p.m.

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

The motion was carried.

President

Treasurer