

**MINUTES OF THE REGULAR MEETING  
OF THE  
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
AUGUST 16, 2017**

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Denning at 7:30 p.m. on Wednesday, August 16, 2017, in the Career Center.

Pledge of Allegiance – Moment of Silence.

**ROLL CALL**

Roll Call showed members Mr. Larry Acker, Mr. Frank Besancon, Mr. Curt Denning, Dr. Janice Gallagher, Mr. Phillip Keener, Mrs. Susie Lawson, Mr. Don Noble, Dr. Gregory Roadruck, Mr. Kurt Steiner, Mr. Douglas Stuart, Mrs. Sue Williams and Mr. Doug Zook were in attendance.

Mrs. Ann Tschantz was unable to attend the meeting.

**APPROVAL OF AGENDA CORRECTIONS/ADDITIONS/DELETIONS**

A motion by Mr. Kurt Steiner was seconded by Dr. Greg Roadruck. to approve the August 16, 2017 agenda, corrections, additions, and deletions.

***IV. SUPERINTENDENT’S CONSENT AGENDA (ROLL CALL)***

***B. Classified Employment***

*Addition of 7. Employment of the following person part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2017-2018 school year:*

<i>NAME</i>	<i>POSITION</i>	<i>CONTRACT</i>	<i>DAYS</i>	<i>CLASS</i>	<i>STEP</i>	<i>EFFECTIVE</i>
<i>Stephenson, Deborah</i>	<i>Aide/Monitor</i>	<i>New 1</i>	<i>Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk</i>	<i>I</i>	<i>1</i>	<i>8/17/17</i>

*Addition of 8. Resignation of Olivia Jones, Practical Nursing Instructor, for the purpose of retirement effective at the end of the day on August 21, 2017*

***V. REGULAR AGENDA***

***A. Grants and Agreements (Roll Call)***

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*Addition of 14. Approval of a clinical agreement with the Wayne County Fair board  
(copies available)*

*Addition of 15. Approval of an agreement with The Ohio State University for the  
College Credit Plus program for the 2017-2018 school year*

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

The motion was carried.

**PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS**

None.

**BOARD MINUTES**

A motion by Mr. Stuart was seconded by Mrs. Williams to approve the minutes from the July, 19, 2017, Regular Board Meeting.

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

The motion was carried.

**BOARD COMMITTEE REPORTS**

Finance & Legislative Committee

The Board Reviewed terms of Office.

**SUPERINTENDENT'S REPORT**

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

A. Director's Report

B. Principal's Report

C. RAMTEC Update

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D. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Staff Convocation Day	8/17/17	Th	WCSCC	
Staff In-Service Day	8/18/17	F	WCSCC	
First Day for First Year Students	8/21/17	M	WCSCC	
School Day for ALL Students	8/22/17	T	WCSCC	
Labor Day – No School	9/4/17	M		
Fair Day – No School	9/11/17	M		
WCSCC Board of Education Meeting	9/20/17	W	G101/Board Room	7:00 p.m. Reception/ 7:30 p.m. Regular Meeting

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

The motion was carried.

**TREASURER'S CONSENT AGENDA**

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

A. Finance

1. Approval of the list of purchase orders and budgetary check register for July 2017 **(Exhibit F)**
2. Approval of the Financial Reports for July 2017 **(Exhibit G)**
3. Approval to pay an invoice to Frontline Education for Absence & Substitute Management for the 2017-2018 school year. The purchase order was done after the date of this invoice totaling \$5,391 due to software conversion.
4. Approval to accept the following donations:
  - a. Lockers and camera system from the University of Akron/Wayne College for use in the AE assessment lab, with an approximate value of \$600
  - b. Various plants and mulch from Cargill, with an approximate value of \$750

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TREASURER'S CONSENT AGENDA - (Con't)

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

The motion was carried

**SUPERINTENDENT'S CONSENT AGENDA**

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

A. Certified Employment

1. Resignation of Karen Hughes, Part-Time AE NATCEP Instructor/Sub, for the purpose of retirement effective at the end of the day on December 31, 2017
2. Void the following contract for Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2017-2018 year, approved at the July 19, 2017 board meeting due to failure of teacher to meet requirements:

LAST	FIRST	AREA	CLASS	STEP	DAYS	EFFECTIVE
Guzman	Nicole	Medical Assisting Director / AE Medical Assisting Instructor	AE1	4	165	7/20/17

3. Warren Caskey, Criminal Justice Instructor, moved to Class V, Step 14 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year
4. Employment of the following for 2017-2018 school year supplemental positions per the negotiated agreement:

WCSCC RESIDENT EDUCATOR/PROGRAM MENTORS	
3.0% (of Class 1, Step 1 Base)	Michelle Bower
3.0% (of Class 1, Step 1 Base)	Amber Long
3.0% (of Class 1, Step 1 Base)	Jennifer Majka
3.0% (of Class 1, Step 1 Base)	Kelly Miller
3.0% (of Class 1, Step 1 Base)	Amy Tietz
3.0% (of Class 1, Step 1 Base)	Bruce Woodruff
3.0% (of Class 1, Step 1 Base)	Liala Zimmerman

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SUPERNTENDENT'S CONSENT AGENDA – (Con't)

5. Employment of the following Certified Personnel for Adult & Community Education, full-time/regularly scheduled, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	DAILY RATE	DAYS	EFFECTIVE
Pfahler	Wanda	AE PN Instructor	AE1	10	\$202.20	106 (pro-rated from 120 days)	8/17/17

6. Employment of the following Certified Personnel for Adult & Community Education, full-time/regularly scheduled, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	RATE	EFFECTIVE
Roberts	Linda	Instructor, ABLE, Adult Literacy, Literacy Ed	Bachelors	11	\$19.00	8/21/17
Sword	Serena	Instructor, ABLE, Adult Literacy, Literacy Ed	Bachelors	6	\$16.50	8/16/17

7. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Clutter	Jason	Adult Education Certified	III	2	\$20.68	8/1/17
Lyons	Debra	Adult Education Certified	IV	9	\$28.62	7/27/17
Swansiger	Michael	Adult Education Certified	IV	7	\$26.97	8/16/17
Wentzel	Leanna	Adult Education Certified	V	7	\$29.97	8/1/17

8. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE
Christman	Robbin	HS Academic/Career Tech, Long-term in Business ONLY	7/1/17
Stephenson	Deborah	HS Career Tech, Cosmetology ONLY	7/1/17
Whitman	Michael	HS Academic/Career Tech Teacher	7/1/17

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B. Classified Employment

1. Resignation of Theda Neer, AA – Inventory, Records, & Purchasing Clerk, effective at the end of the day on Friday, August 4, 2017
2. Resignation of Lori Decker, Snack Shack Monitor, effective at the end of the day on June 30, 2017
3. Resignation of Deborah Kay Rinehart, Families Learning Together Child Care Aide, effective June 29, 2017
4. Revision of the following full time Classified Personnel contract for the 2017-2018 school year, which was originally approved on 6/21/17:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Douglass, Crystal	AA – IT/TRC	New 1	225 days (was 220 days) + 11 holidays (236 total)	IV	7	7/3/17

5. Employment of the following classified individuals to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Graff	Lora	Admin. Asst.	5	\$11.30	07/01/17

6. Revision of the following classified substitute contracts for 2017-2018 school year, which were originally approved on 7/19/17:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Johnson	Elizabeth	Admin. Asst.	8 (was 5)	\$12.35 (was \$11.30)	07/01/17
		Aide/Monitor	3 (was 0)	\$10.65 (was \$9.74)	07/01/17
Neuenschwander	Beverly	Admin. Asst.	8 (was 5)	\$12.35 (was \$11.30)	07/01/17
Stephenson	Deborah	Admin. Asst.	6 (was 5)	\$11.64 (was \$11.30)	07/01/17
		Aide/Monitor	2 (was 0)	\$10.34 (was \$9.74)	07/01/17
		Custodian	10 (was 9)	\$13.10 (was \$12.72)	07/01/17

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7. Employment of the following person part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2017-2018 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Stephenson, Deborah	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	1	8/17/17

8. Resignation of Olivia Jones, Practical Nursing Instructor, for the purpose of retirement effective at the end of the day on August 21, 2017.

C. Consultant Contracts (**none**)

D. Volunteers (**none**)

E. Approval to remove the following from inventory:

1. Approval to remove books from TRC inventory and donate to AAUW/Kiwanis Book Sale (copies available)
2. Approval to remove computers/laptops from inventory and transfer to students who earned or purchased them for the 2016-2017 school year (copies available)

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

The motion was carried.

**REGULAR AGENDA**

**GRANTS AND AGREEMENTS**

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

1. Approval of an institutional membership in the Ohio Association for Career and Technical Education (OACTE) for the FY18 school year at a cost of \$1,000
2. Approval to enter into an agreement with the Smithville Police Department for the School Resource Officer Program Manual

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SUPERNTENDENT'S CONSENT AGENDA – (Con't)

3. Approval of an agreement for shared services between Green Local Schools and the Wayne County Schools Career Center (**Exhibit H**)
4. Approval of an Authorized Center Agreement with NCS Pearson Inc. so that WCSCC can provide assessments such as GED testing
5. Approval of a Memorandum of Understanding with the Wayne County Justice Center for the purpose of providing Aspire services to eligible students in Wayne County
6. Approval of a Memorandum of Understanding with Goodwill Industries of Wayne & Holmes Counties for the purpose of providing ASPIRE services to eligible adult students in Wayne County
7. Approval of a Memorandum of Understanding with First Presbyterian Church for the purpose of providing Aspire services to eligible adult students in Wayne County
8. Approval of a Memorandum of Understanding with Central Christian Church for the purpose of providing Aspire services to eligible adult students in Wayne County
9. Approval of a Memorandum of Understanding with the Wayne County Schools Career and Wayne County Schools Career Center – Aspire for the purpose of providing Aspire services to eligible adult students in Wayne County
10. Approval to request services, choose vendors, and enter into contracts for Category 1 & 2 services such as managed wireless and Internet access to meet requirements of the Universal Service Fund/School and Libraries Division Program for the next funding year. The program, also known as "E-Rate", currently provides us with various discounts based on our enrollment, school setting status, and National School Lunch Program data.
11. Approval of an agreement with the Tri-County Educational Service Center to provide Employment Services for the 2017-2018 school year at an estimated cost of \$717,130.49
12. Approval of an agreement with the Tri-County Educational Service Center to provide Educational Services for the 2017-2018 school year at a total cost of \$7,017 for Career Connections (\$5,000) and Forecast5 (\$2,017)
13. Approval to appoint Taryn Wolf, AE Financial Aide clerk, Campus Safety Survey Administrator for the Wayne County Schools Career Center at 518 W. Prospect St., Smithville, OH 44677 (330-669-7000) Adult Education programs



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14. Approval of clinical agreement with the Wayne County Fair Board
15. Approval of an agreement with The Ohio State University for the College Credit Plus Program for the 2017-2018 school year.

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

The motion was carried.

**RESOLUTION**

None

**DOCUMENTS AND MATERIALS**

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

1. Approval of the revised Adult Education Employee Handbook
2. Approval of the Adult Education 120+ Schedule Staff Handbook Leave Policies Addendum
3. Approval of the following revised/new/deleted board policies:

NUMBER	STATUS	TITLE
6320	Revised	Purchases

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

**NEW BUSINESS**

**REVISION OF THE CLASSIFIED SUBSTITUTE HOURLY WAGE SCALE**

A motion by Dr. Roadruck was seconded by Mr. Zook to approve the revision to the Classified Substitute Hourly Wage Scale.

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

The motion was carried.

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**ITEMS OF DISCUSSION**

- A. The Board discussed the possibility of obtaining legal services through the Tri-County Educational Service Center.
- B. The Board discussed changing the timing of the Board pay at the request of the Treasurer.
- C. The Board shared how well they thought the Board Workshop went.


**ADJOURNMENT**

A motion by Mr. Acker was seconded by Mr. Stuart to adjourn the August Regular Board Meeting at 8:19 p.m.

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

The motion was carried.

  
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President

  
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Treasurer