

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

September 19, 2018

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by Vice President Tschantz at 7:30 p.m. on Wednesday, September 19, 2018, in the Career Center.

Pledge of Allegiance– Moment of Silence.

ROLL CALL

Roll Call showed members Mr. Larry Acker, Mr. TJ DeAngelis, Mrs. Lisa Gwin, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Dr. Gregory Roadruck, Mr. Dan Stavnezer, Mr. Doug Stuart, Mrs. Ann Tschantz, and Mrs. Sue Williams were in attendance.

Mr. Kurt Steiner was unable to attend.

APPROVAL OF AGENDA CORRECTIONS/ADDITIONS/DELETIONS

A motion by Mr. Lawson was seconded by Mr. Stavnezer to approve the September 19, 2018 agenda, corrections, additions, and deletions.

IV. SUPERINTENDENT’S CONSENT AGENDA (ROLL CALL)

A. Certified Employment

Revision of 9. Request back pay for Lori Milligan for FY18 in the amount of \$344.67 (was \$322.91) to account for incorrect placement on the pay scale Class II Step 4 at \$19.20 to correct placement of Class III Step 0 at \$19.78. Worked 594.25 (was 556.75) hours in FY18.

B. Classified Employment

Revision to 4. Employment of the following persons part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2018-2019 school year:

<i>NAME</i>	<i>POSITION</i>	<i>CONTRACT</i>	<i>DAYS</i>	<i>CLASS</i>	<i>STEP</i>	<i>EFFECTIVE</i>
<i>Dodds, Rebecca</i>	<i>Part-Time Cook</i>	<i>New 1</i>	<i>Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk</i>	<i>I</i>	<i>3</i>	<i>09/17/18 (new)</i>
<i>Tuttle, Stefanie</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>4</i>	<i>09/14/18 (new)</i>

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Addition of 8. Approval of the employment of Elizabeth Johnson, for assistance with placement, enrollment and retention, for both high school and adult education, part-time/hourly/as needed/per time sheets, not to exceed 200 hours, effective September 24, 2018 for the 2018-2019 school year at Class I, Step 5 of the Casual Labor Scale at a rate of \$11.98 per hour

V. REGULAR AGENDA

B. Documents and Materials (Voice)

Addition to 5. Approval of the following job descriptions (copies available):

c. Counselor – At-Risk

d. Counselor – Mental Health

e. Counselor

f. AE Career Tech Counselor and Transitions Coordinator

Roll call vote on the motion was as follows: Mrs. Lawson, yes; Mr. Stavnezer, yes; Mr. Acker, yes; Mr. DeAngelis, yes; Mrs. Gwin, yes; Mr. Keener, yes; Mr. Noble, yes; Dr. Roadruck, yes; Mr. Stuart, yes; Mrs. Tschantz, yes; an Mrs. Williams, yes.

The motion was carried

PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS

Linda Hall

Mr. Frank Besancon entered at 7:32

CONSIDERATION OF THE POSSIBLE RE-EMPLOYMENT OF DR. KIP CRAIN, SUPERINTENDENT, EFFECTIVE AUGUST 1, 2019

1. Public Input
2. Board Discussion

CONSIDERATION OF THE POSSIBLE RE-EMPLOYMENT OF LYNN MOOMAW, DIRECTOR OF OPERATIONS AND ADULT EDUCATION, EFFECTIVE AUGUST 1, 2019

1. Public Input
2. Board Discussion

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BOARD MINUTES

A motion by Mr. Keener was seconded by Mr. Noble to approve the minutes from the August 15, 2018 Regular Board Meeting and the August 15, 2018 Special Board Meeting.

Voice call vote on the motion was as follows: Mr. Keener, Mr. Noble, Mr. Acker, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Lawson, Dr. Roadruck, Mr. Stavnezer, Mr. Stuart, Mrs. Tschantz, and Mrs. Williams– all say yes.

The motion was carried.

BOARD COMMITTEE REPORTS

Communications, Community Relations & Retention Committee
Finance and Legislative Committee

SUPERINTENDENT’S REPORT

A motion by Dr. Roadruck was seconded by Mr. Stuart to approve the Superintendent’s Report as follows:

- A. Director’s Report
- B. Principal’s Report
- C. Safety and Security Update
 - a. School Resource Officer (SRO) MOU
- D. CTE Needs Assessment Update
 - a. Career Connections Survey by Tri-County Educational Service Center
 - b. Recommendations of Needs Assessment Committee
 - c. CTE Program Recommendations (Dr. Crain and Matt Brown)
- E. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Parent-Teacher Conferences	10/4/18	Th	WCSCC	4:00 p.m. – 8:00 p.m.
WCSCC Board of Education Meeting	10/17/18	W	G101/ Board Room	7:00 p.m. Reception/ 7:30 p.m. Regular Meeting
Staff In-Service Day	10/19/18	F	WCSCC	
Fall Advisory Committee Meetings	10/25/18	Th	WCSCC	4:45 p.m. – 6:45 p.m.

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SUPERINTENDENT'S REPORT – (Con't)

Voice call vote on the motion was as follows: Dr. Roadruck, Mr. Stuart, Mr. Acker, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mr. Keener, Mrs. Lawson, Mr. Noble, Mr. Stavnezer, Mrs. Tschantz, and Mrs. Williams– all say yes.

The motion was carried.

TREASURER'S CONSENT AGENDA

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

A. Finance

1. Approval of the list of purchase orders and budgetary check register for August 2018
2. Approval of the Financial Reports for August 2018
3. Approval of the FY19 Permanent Appropriations
4. Approval of the revision to the budget for Staff & Students Awards/Donations Rotary Account Budget (copies available)
5. Approval to accept the following donation:
 - a. Various gift cards from One-Eighty for donation to Drug Free Clubs of America for student incentives with an approximate value of \$141
 - b. Aluminum manifold gauge from Rural King to be used in the HVAC course for training purposes, with an approximate value of \$35
 - c. Trailer axles from Kenny Porter for use in the Truck Mechanics program with an approximate value of \$350

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mr. Acker, yes; yes; Mr. DeAngelis, yes; Mrs. Gwin, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mr. Noble, yes; Dr. Roadruck, yes; Mr. Stavnezer, yes; Mr. Stuart, Mrs. Tschantz, yes; and Mrs. Williams, yes;

The motion was carried

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

SUPERINTENDENT’S CONSENT AGENDA

A motion by Mr. Roadruck was seconded by Mrs. Stuart to approve the Superintendent’s Consent Agenda as follows:

A. Certified Employment

1. Resignation of Catina Stecz, Science Instructor, effective at the end of the day on August 20, 2018
2. Approval of the following revised hourly rates schedule for Adult & Community Education (Originally approved at 4/25/18 board meeting. Added the following statement at the bottom of pay scale: All class movement requests must be put in writing by the employee and submitted no later than March 15 prior to the new fiscal year (July 1). The new salary can be no less than the present salary. Steps will be adjusted back to the highest step in the new class not to exceed a 6.25% total increase.):

WCSCC - ADULT & COMMUNITY EDUCATION
HOURLY RATES
STARTING JULY 1, 2018

Step	Class I	Class II	Class III	Class IV	Class V
0	\$9.74	\$17.27	\$19.78	\$22.29	\$24.80
1	\$10.04	\$17.57	\$20.08	\$22.59	\$25.10
2	\$10.34	\$18.10	\$20.68	\$23.27	\$25.85
3	\$10.65	\$18.64	\$21.30	\$23.97	\$26.63
4	\$10.97	\$19.20	\$21.94	\$24.68	\$27.43
5	\$11.30	\$19.78	\$22.60	\$25.43	\$28.25
6	\$11.64	\$20.37	\$23.28	\$26.19	\$29.10
7	\$11.99	\$20.98	\$23.98	\$26.97	\$29.97
8	\$12.35	\$21.61	\$24.70	\$27.78	\$30.87
9	\$12.72	\$22.26	\$25.44	\$28.62	\$31.80
10	\$13.10	\$22.92	\$26.20	\$29.47	\$32.75
11	\$13.49	\$23.61	\$26.99	\$30.36	\$33.73
12	\$13.90	\$24.32	\$27.80	\$31.27	\$34.74
13	\$14.31	\$25.05	\$28.63	\$32.21	\$35.79

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14	\$14.74	\$25.80	\$29.49	\$33.17	\$36.86
15	\$15.19	\$26.58	\$30.37	\$34.17	\$37.97
16	\$15.64	\$27.37	\$31.28	\$35.19	\$39.10
17	\$16.11	\$28.19	\$32.22	\$36.25	\$40.28
18	\$16.59	\$29.04	\$33.19	\$37.34	\$41.49
19	\$17.09	\$29.91	\$34.18	\$38.46	\$42.73
20	\$17.61	\$30.81	\$35.21	\$39.61	\$44.01

Class	Description
I	Classified staff
II	Instructional staff. Proctor and tutor rate is Class II, Step 0
III	Associate's degree or 15 years of related experience
IV	Bachelor's degree
V	Master's degree

This schedule is for Adult & Community Education, high school nurse assistants, medical programs / nursing substitutes.

Staff pre-scheduled for 840 hours or more will be offered regular district insurance with the district paying 60% and the employee paying 40%.

A step raise will be awarded any year an hourly employee (excluding proctors, tutors, and LETA) works 80 or more hours.

General Interest instructors will be placed on Class II

All Law Enforcement Training Academy instructors will be paid a rate of \$22 per hour. Instructors above the \$22 pay rate as of June 30, 2018 will freeze at their current rate. Company Commander will be paid a rate of \$26 per hour.

All class movement requests must be put in writing by the employee and submitted no later than March 15 prior to the new fiscal year (July 1). The new salary can be no less than the present salary. Steps will be adjusted back to the highest step in the new class not to exceed a 6.25% total increase.

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3. Jennifer Rue, IT Media Instructor, moved to Class VII, Step 5 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2018-2019 school year
4. Dawn Tresch, Practical Nursing Instructor, moved to Class III, Step 13 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2018-2019 school year
5. Employment of the following personnel as Extra Help Tutors for the 2018-2019 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Allen	Char	2 Masters	\$23.95
Plybon	Linda	1 Masters	\$22.76

6. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Thompson	Wendy	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	1	\$16.00	09/20/18
Antonides	Nicholas	Adult Education Certified			\$22.00	09/20/18
Abramson	Nicholas	Adult Education Certified			\$22.00	09/20/18

7. Revisions to the following contract approved at the July 18, 2018 Board of Education meeting: Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Milligan	Lori	Adult Education Certified	III (was II)	1 (was 5)	\$20.08	07/01/18

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

8. Revisions to the following contract approved at the July 18, 2018 Board of Education meeting: Employment of the following Certified Personnel for Adult & Community Education, full-time/supplemental/hourly (*was part-time/supplemental/hourly*), regularly scheduled (*was as needed*), pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Nussbaum	Julie	Adult Education Certified - <i>minimum of 840 hours/maximum of 1400 hours per fiscal year (new)</i>	II	7	\$20.98	07/01/18

9. Request back pay for Lori Milligan for FY18 in the amount of \$344.67 to account for incorrect placement on the pay scale Class II Step 4 at \$19.20 to correct placement of Class III Step 0 at \$19.78. Worked 594.25 hours in FY18.
10. Employment of the following individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	TEACHING AREA(S)	CLASS	STEP	DEGREE	HOURLY RATE	EFFECTIVE
Nussbaum	Connie	Nursing	IV	19	BSN	\$38.46	09/20/18
Pawlicki	Mary	School Nurse	IV	5	BSN	\$25.43	08/21/18
Ritz	Debora	Nursing	IV	16	BSN	\$35.19	07/01/18
Stephens	Samantha	Nursing	IV	12	BSN	\$31.27	09/20/18
Welch	Joy	School Nurse & AE/HS Nursing/Medical Sub	III	5	Associate	\$22.60	09/20/18
Widmer	Jody	Nursing	IV	17	BSN	\$36.25	09/20/18

11. Employment of the following individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE
Edgerton	Rhonda	HS Academic/Career Tech Teacher	09/20/18
Perry	Michele	HS Academic/Career Tech Teacher - Long Term Sub in Language Arts Only	09/20/18
Sloan	Jessica	HS Academic/Career Tech Teacher	09/20/18

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B. Classified Employment

1. Resignation of Alan Ross, Classified Support Specialist, for the purpose of accepting the position of Transportation Specialist, effective at the end of the day on September 19, 2018
2. Employment of the following person as full-time Classified Personnel for the 2018-2019 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Ross, Alan	Transportation Specialist	2 of 2	159 days + 9 holidays @ 8 hrs/day (prorated from 184 days + 10 holidays @ 8 hrs/day)	6 (7/11)	5	09/20/18

3. Employment of the following persons as Classified Personnel, part-time/as needed/per time sheets/per schedule for the 2018-2019 school year:

LAST	FIRST	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Brown	Nancy	Van Driver	3	\$19.76	8/20/18
Champer	Shannon	Bus Driver	1	\$18.62	8/20/18
Champer	Shawn	Bus Driver	1	\$18.62	8/20/18
Gasser	Jerry	Bus Driver	3	\$19.76	8/20/18
Keener	Kathy	Bus Driver	7	\$22.24	8/20/18
Martell	Rod	Bus Driver	3	\$19.76	8/20/18
Paridon	Dave	Bus Driver	1	\$18.62	8/20/18
Ross	Alan	Bus Driver	4	\$20.35	8/20/18
Ross	Mason	Bus Driver	0	\$18.31	8/20/18
Spurlock	Jim	Bus Driver	2	\$19.19	8/20/18
Stephenson	Deborah	Van Driver	1	\$18.62	8/20/18

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4. Employment of the following persons part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2018-2019 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Dodds, Rebecca	Part-Time Cook	New 1	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	3	09/17/18
Tuttle, Stefanie	Aide/Monitor	New 1	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	4	09/14/18

5. Termination of the following contract for Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Sackett	Sally	Adult Education Certified	II	14	\$25.80	08/17/18

6. Employment of the following person as full-time Classified Personnel for Adult & Community Education for the 2018-2019 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Auble, Tammy	Adult Ed AA	New 1	156 days + 7 holidays @ 8 hrs/day (prorated from 188 days + 10 holidays @ 8 hrs/day)	III (7/11)	5	09/17/18

7. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Perry	Michele	Aide/Monitor	0	\$9.74	09/20/18
		Admin. Asst.	5	\$11.30	09/20/18
		Cashier/Cook	2	\$10.34	09/20/18

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

8. *Approval of the employment of Elizabeth Johnson, for assistance with placement, enrollment and retention, for both high school and adult education, part-time/hourly/as needed/per time sheets, not to exceed 200 hours, effective September 24, 2018 for the 2018-2019 school year at Class I, Step 5 of the Casual Labor Scale at a rate of \$11.98 per hour*

C. Consultant Contracts **(none)**

D. Volunteers **(none)**

E. Approval to remove the following from inventory **(none)**

Roll call vote on the motion was as follows: Dr. Roadruck, yes; Mr. Stuart, yes; Mr. Acker, yes; Mr. Besancon, yes; Mr. DeAngelis, yes; Mrs. Gwin, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mr. Noble, yes; Mr. Stavnezer, yes; Mrs. Tschantz, yes; and Mrs. Williams, yes;

The motion was carried

REGULAR AGENDA

GRANTS AND AGREEMENTS

A motion by Mrs. Lawson was seconded by Mr. Stavnezer to approve the following Grants and Agreements:

A. Grants and Agreements

1. Approval of the annual membership renewal fee of \$1,250 payable to the Wayne Economic Development Council
2. Approval of the Employment Services Contract Addendum with the Tri-County Educational Service Center
3. Approval of a Memo of Understanding with Turning Points Coalition to provide support for youth-led efforts within Drug Free Clubs of America and the Wayne County Schools Career Center: \$750 for supplies and \$800 for Staff Support and Group Facilitation
4. Approval of a Memo of Understanding with Turning Points Coalition to provide support for youth-led substance abuse prevention through the Wayne County Schools Career Center Prom Committee: \$605 for supplies and \$800 for Staff Support and Group Facilitation

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GRANTS AND AGREEMENTS – (Con't)

5. Approval of a School Resource Officer (SRO) Memo of Understanding with the Wayne County Sheriff's Department

Roll call vote on the motion was as follows: Mrs. Lawson, yes; Mr. Stavnezer, yes; Mr. Acker, yes; Mr. Besancon, yes; Mr. DeAngelis, yes; Mrs. Gwin, yes; Mr. Keener, yes; Mr. Noble, yes; Dr. Roadruck, yes; Mr. Stuart, yes; Mrs. Tschantz, yes; and Mrs. Williams, yes;

The motion was carried.

DOCUMENTS AND MATERIALS

A motion by Mrs. Gwin was seconded by Mrs. Williams to approve the following documents and materials:

B. Documents and Materials

1. Approval of the revised Patient Care Technology Program Student Handbook
2. Approval of the revised Course of Study for Cosmetology
3. Approval of the revised Course of Study for Truck Mechanics
4. Approval of the revised Course of Study for Buildings and Grounds
5. Approval of the following job description:
 - a. Transportation Specialist
 - b. Café Cook – Part Time
 - c. Counselor – At-Risk
 - d. Counselor – Mental Health
 - e. Counselor
 - f. AE Career Tech Counselor and Transitions Coordinator

Voice call vote on the motion was as follows: Mrs. Gwin, Mrs. Williams, Mr. Acker, Mr. Besancon, Mr. DeAngelis, Mr. Keener, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stavnezer, Mr. Stuart, and Mrs. Tschantz– all say yes.

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NEW BUSINESS

A. APPROVAL TO AUTHORIZE THE SUPERINTENDENT TO MOVE FORWARD WITH IMPLEMENTING A NEW AGRI BUSINESS & PRODUCTION PROGRAM FOR THE 2019-2020 SCHOOL YEAR

A motion by Mr. Besancon was seconded by Mr. Stuart to authorize the Superintendent to move forward with implementing a new Agri Business & Production program for the 2019-2020 school year.

Voice call vote on the motion was as follows: Mr. Besancon, Mr. Stuart, Mr. Acker, Mr. DeAngelis, Mrs. Gwin, Mr. Keener, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stavnezer, Mrs. Tschantz and Mrs. Williams – all say yes.

ITEMS OF DISCUSSION

A. Board Discussion

ADJOURNMENT

A motion by Mr. Acker was seconded by Mr. Roadruck to adjourn the August Regular Board Meeting at 8:12 p.m.

Voice call vote on the motion was as follows: Mr. Acker, Dr. Roadruck Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mr. Keener, Mrs. Lawson, Mr. Noble, , Mr. Stavnezer, Mr. Stuart, Mrs. Tschantz, and Mrs. Williams – all say yes.

The motion was carried.

President

Treasurer