



Kip Crain, Superintendent
Mary A. Workman, Treasurer
Matt Brown, Principal

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

Wednesday, February 20, 2013

7:30 PM

Agenda (Exhibit A)

I. Opening

- A. Call to Order - Pledge of Allegiance
- B. Moment of Silence
- C. Roll Call
- D. Public Participation/Introduction of Guests
 - a. Trey Eikleberry, Interactive Media, WCSCC Student of the Month from Triway
 - b. Morgan Hoover, Patient Care Technologies, WCSCC Student of the Month from Triway
 - c. Logan Warner, Utilities and Alternative Energy, WCSCC Extra Help Student of the Month from Triway
 - d. Lauren Beckwith, Interactive Media, WCSCC Student of the Month from Wooster
 - e. Aric Saal, Exercise Science and Sports Medicine, WCSCC Student of the Month from Wooster
 - f. Jodee Gasbarre, Patient Care Technologies, WCSCC Extra Help Student of the Month from Wooster
 - g. Antoinette Aiken, Early Childhood Education and Care, WCSCC Student Success Award from Wooster
 - h. Craig Wilson, Computer & Accounting Office Specialist, WCSCC AE Exceptional Student of the Month
 - i. Chip Johnson, AE Customized Skills Training Coordinator, WCSCC AE Staff Excellence Award
 - j. Darlene Shelly, Cashier, WCSCC Staff Excellence Award
 - k. Pam Waggy, Early Childhood Education and Care Aide, WCSCC Staff Excellence Award
 - l. Julia Menchaca, English Instructor, WCSCC Staff Excellence Award
- E. Student and Staff Recognition
- F. Oath of Office
Note: Oath of Office given to Douglas Zook.

G. Motion to approve the minutes from the January 15, 2013 Organizational (Exhibit B.1) and Regular Board Meetings (Exhibit B.2) **(Voice)**

H. 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

G. Executive Session (for the purpose of discussing personnel) **(Roll Call)**

II. Superintendent's Report

1. Director's Report (Exhibit D)
2. Principal's Report (Exhibit E)
3. Important Upcoming Dates and Times (copies available)
 - a. State BPA Competition will be held March 13th and 15th in Columbus.
 - b. There will be no school on Friday, February 15th and Monday, February 18th for PT Conference Teacher Day and Presidents' Day).
 - c. Health Occupations Students of America (HOSA) State Contest will be March 21st and 22nd at Tolles Career and Technical Center.
 - d. There will be no school on Friday, March 29th.
 - e. Spring Break will run from April 1st through April 5th.
 - f. The FFA Northeastern Skills Classic will be held on April 11th.
 - g. National Honor Society Induction Ceremony will take place on April 15th at 7:30 p.m. in the commons.
 - h. April 16th will be Career Tech Tuesday.
4. Superintendent will give an update on Career-Tech lab changes.
5. 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. Approve the list of purchase orders for the month (Exhibit F)
- b. Approve the Financial Reports for January 2013 (Exhibit G)
- c. Approval to remove the following assets from inventory and be disposed of as donations, with complete removal cost to be assumed by donee, or sold for scrap value (copies available):

NOTE: These are no longer required for educational purposes in the Graphic Design and Imaging program due to the programming and curriculum focus changes that are occurring the next school year. The focus of the program will change from printing to a design-focused course with a larger photography element than it has had in the past.

- 1) AB Dick press 9985 two color, tag #00000367-15672. To be donated to Murr Printing.

- 2) Bobtish Stitcher, WCSCC bar code tag #04305-00000360. To be donated to Murr Printing.
- 3) Challenge MPC paper cutter, WCSCC bar code tag #190017-00000372. To be donated to Boggs Graphics Equipment.
- 4) NuARC light table, WCSCC bar code tag #00000345.
- 5) NuARC light table, WCSCC bar code tag #10851-00000342.
- 6) Vastech plate processor, WCSCC bar code tag #00000369. To be donated to R&R Graphics.
- 7) ECRM image setter, WCSCC bar code tag #00000376. To be donated to R&R Graphics.
- 8) Vastex film processor, WCSCC bar code tag #00000368. To be donated to R&R Graphics.
- 9) AB Dick Press 9910, no bar code. To be donated to R&R Graphics.
- 10) Platemaker XANTE 4, WCSCC bar code tag #00000363.
- 11) AB Dick printing press 9810, no bar code. To be donated to R&R Graphics.
- 12) AB Dick printing press 9970, WCSCC bar code tag #05018. To be donated to R&R Graphics.
- 13) Vastex exposure unit, WCSCC bar code tag #00000370.
- 14) Amergraph plate burner, WCSCC bar code tag #10883-00000373. To be donated to R&R Graphics.

d. Approval to accept the following donations:

- 1) 500 pounds of carbon steel valued at \$90 from American Auger for use by the Welding Technology program.
- 2) 200 pounds of stainless steel valued at \$100 from AT&F Advanced Metals for use by the Welding Technology program.
- 3) 802 pounds of stainless steel valued at \$360.90 from Ebner Furnaces for use by the Welding Technology program.
- 4) \$4,500 from Murr Printing
- 5) 138 various machinist's tools valued at \$975 from Dennis Harold for use by the Precision Machining program.
- 6) Particle board valued at \$200 from P. Graham Dunn for use by the Precision Machining program.
- 7) \$400 from an anonymous donor to the Ag Mechanics/Power Technologies program.
- 8) Six hospital beds valued at approximately \$3,500 each from Wooster Community Hospital for use in the Patient Care Technologies program, for a total value of approximately \$21,000.

e. Approve the following Purchase Orders over \$5,000:

- 1) Birdeye, high school video and Adult Education footage, \$14,950
- 2) Apple Computer, Inc., MacBooks and cases for Adult Education nursing program, \$39,158
- 3) Riceland Cabinet, roll-up doors for coffee room project, \$15,125.60
- 4) ATI/Educational Resources, final payment for class of 07/13 Adult Education LPN Day Students, \$5,474
- 5) Vance's Law Enforcement, equipment for Adult Education Law Enforcement Training Academy, \$9,140
- 6) Worldwide Machine Tool LLC, new Acer vertical milling machine, \$10,950

- f. Motion to approve the Treasurer's Consent Agenda (**Roll Call**)

IV. Superintendent'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 Superintendent recommends the following actions:

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

1. Certified Employment

- a. Resignation of Terry Vickers, Truck Mechanics Instructor effective at the end of the day on May 28, 2013 for the purpose of retirement.
- b. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last Name	First Name	Licensure
Sibert	Seth	AYA
Starman	Rebecca	Early Childhood

- c. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:
 - 1) Maureen Arnold, Adult Education Instructor, Step 5, \$20.25 hourly, effective February 20, 2013.
 - 2) Joseph Minocchi, Public Safety Services Instructor, Step 5, \$20.00 hourly, effective February 20, 2013.

2. Classified Employment

- a. Approval of the employment of Kevin Fields, Aide, part time/hourly/as needed/per time sheets/regularly scheduled, up to 5.75 hours per day, \$10.48 an hour per the Classroom Aides Salary Schedule, new one year contract, effective February 6, 2013.
- b. Approval of the employment of Clairice Shook, Casual Labor Pay Scale, Step 0, part time/hourly/as needed/per time sheets, effective February 12, 2013.
- c. Approval of the employment of the following persons as Classified Personnel, part-time/as needed/per time sheets/per schedule, for the 2012-2013 school year:

Melissa Sidle, Bus Driver, Step 11

- d. Approval of the employment of the following personnel to be added to the Parking Lot Monitor list for the remainder of the 2012-13 school year on an as needed basis, per time sheet, \$12.00 per hour per the Supplemental A schedule of the certified negotiated agreement:

- 1) Jeff Mehling, HS Welding Instructor

- e. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last Name	First Name	Licensure
Minnich	Travis	IT Department
Schupp	Elaine	Cafeteria
Shook	Clairice	IT Department

- f. Approval of the employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, as needed per time sheets, effective 2012-2013 year:

- 1) Lindsey Hill, Child Care Aide, FLT Rotary, Step 7, \$8.90 hourly, effective February 5, 2013.

3. Consultant Contracts

- a. Tony Howman, Adult Practical Nursing Program 2013 Day Class Graduation Ceremony on or about July 19, 2013, \$150.
- b. Jody Widmer, IV Arm Instruction, on or about January 25, 2013 – February 28, 2013, no charge.
- c. OSU Extension Service, Live Well on Less, on or about February 28, 2013, \$70.

4. Approval of the following volunteers for Adult Basic & Literacy Education & Families Learning Together:

Max Fisher	Retired teacher from Wooster City Schools
Bethany Jasin	Previously worked at Moundsview Schools
Catherine Schmid	Previously worked at People to People Ministries

5. Motion to approve the Superintendent’s Consent Agenda (Roll Call)

V. Regular Agenda:

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

- a. Approval for an agreement for transportation and rental fee for Exercise Science and Sports Medicine program at Wooster High School for a total of \$9,000 (3 payments at \$3,000) for the 2013-2014 school year
- b. Approval of a five year renewal of the Cintas uniform service contract (copies available).
- c. Approval of an agreement with Project Lead The Way for implementation of the program (also see PLTW Agreement Program Requirements, as both are legally binding obligations for participating entities) (copies available).
- d. Approval of an Affiliation Agreement with Dunlap Family Physicians (copies available).
- e. Approval to submit a renewal grant in the approximate amount of \$15,000 to Dollar General for the Families Learning Together & Adult Basic & Literacy Education programs.
- f. Approval of a Memorandum of Agreement with the First Presbyterian Church in Orrville for Adult Basic Literacy Education & Families Learning Together programs at \$150 per month.
- g. Approval of agreements with the following agencies for the purpose of providing their facility and certain equipment needed for the training of firefighters and EMS personnel as required by the Ohio Department of Public Safety, Division of EMS:

Apple Creek Fire Department	Orrville City Fire Department
Canaan Township Fire Department	Paint Township Fire & Rescue
Central Fire District	Rittman Fire & EMS
Kidron Fire Department	Sterling Fire District
Marshallville Fire Department	Town & Country Fire District
New Pittsburg Fire Department	Wooster Township Fire Department

2. Motion to approve the following Resolutions (Roll Call After Discussion):

None.

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

- a. Approval of the following overnight field trip requests (copies available):

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
4/12-4/14/13	Jennifer Casteel Chris Seal	Key Club Ohio District Convention The Hyatt Regency Hotel/Ohio Center Columbus, OH

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
3/14-3/15/13	Anita Hawkins Chris Boyan Jennifer Rue	State BPA Competition The Hyatt Regency Hotel/Ohio Center Columbus, OH

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

Section	Number	Status	Title
Policy	1520	Revised	Employment of Administrators
Policy	3220.03	Delete	Evaluation of Teachers on Limited Contract

VI. Items of Discussion

1. First reading of the following revised Administrative Guidelines, Policies and Forms:

Section	Number	Status	Title
Policy	3440	Revised	Job-Related Expenses – Certified
Policy	4440	Revised	Job-Related Expenses - Classified

VII. Executive Session (if needed) (Roll Call)

VIII. Adjournment (Voice)

**NOTE: The next Regular Board Meeting will be held on Wednesday, March 20, 2013.
The reception will begin at 7:00 PM and the meeting will begin at 7:30 PM.**

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

JANUARY 15, 2013

The Wayne County Joint Vocational School District Board of Education was called to order for the annual Organizational Meeting by President Tempore Stuart at 7:30 p.m. on Tuesday, January 15, 2013 in the Career Center.

Mr. Doug Zook was unable to attend the meeting.

The following newly appointed and reappointed Board Members were given the Oath of Office by the Treasurer:

Dalton Local Schools	Mr. Curt Denning	Two Year Term
Green Local Schools	Mr. Frank Besancon	Two Year Term
Rittman Exempted Village Schools	Mr. Doug Stuart	Two Year Term
Tri-County Educational Service Center	Mrs. Susie Lawson	Two Year Term
Wooster City Schools	Mr. Bob Reynolds	Two Year Term
Wooster City Schools	Mr. Bill Gantz	One Year Term

Mr. Doug Zook will be given the Oath of Office prior to the start of the next board meeting.

ROLL CALL

Roll Call showed members Mr. Frank Besancon, Mr. Curt Denning, Mr. Bill Gantz, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Mr. Robert Reynolds, Dr. Gregory Roadruck, Mr. Kurt Steiner, Mr. Doug Stuart, and Mrs. Sue Williams in attendance.

ELECTION OF PRESIDENT

A motion by Mr. Besancon was seconded by Dr. Roadruck to nominate Mr. Keener for the office of the President.

A motion by Mr. Grim was seconded by Mr. Denning to close the nominations and cast the ballots for Mr. Keener as President.

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

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

ELECTION OF PRESIDENT – (Con't)

The motion was carried.

Mr. Keener was given the Oath of Office by the Treasurer and assumed the Chair.

ELECTION OF VICE-PRESIDENT

A motion by Mrs. Lawson was seconded by Mr. Stuart to nominate Mr. Noble for the office of the Vice-President.

A motion by Dr. Roadruck as seconded by Mrs. Williams to close the nominations and cast the ballots for Mr. Noble as Vice-President.

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

The motion was carried.

Mr. Noble was given the Oath of Office by the Treasurer.

DATE, TIME, AND PLACE - REGULAR BOARD MEETINGS

A motion by Dr. Roadruck was seconded by Mrs. Grim to establish the date, time, and place of the Regular Board Meetings, excluding the January Regular Board Meeting as follows:

Mr. Besancon motioned, seconded by Mr. Stuart to amend the original motion to change the November 13th date to November 20th.

WAYNE COUNTY JVSD
2013 Regular Board Meetings
Date and Time

Tuesday	7:30 pm	January 15
Organizational and Regular Meetings		
Wednesday	7:30 pm	February 20
Wednesday	7:30 pm	March 20
Wednesday	7:30 pm	April 17
Wednesday	7:30 pm	May 15
Wednesday	7:30 pm	June 26 (Fourth Wednesday)

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

DATE, TIME, AND PLACE - REGULAR BOARD MEETINGS – (Con't)

Wednesday	7:30 pm	July 17
Wednesday	7:30 pm	August 21
Wednesday	7:30 pm	September 18
Wednesday	7:30 pm	October 16
Wednesday	7:30 pm	November 20
Wednesday	7:30 pm	December 18

All meetings will be in the Board Room in the Administration Building unless notified in advance of a change of location.

Tentative Organizational and Regular Meeting January 15, 2014

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

The motion was carried.

APPOINTMENT OF BOARD COMMITTEES

A motion by Mr. Besancon was seconded by Mr. Steiner to appoint Mr. Reynolds as Curriculum Committee, Asst. Chair; Mr. Zook and Mr. Keener to Student Services Committee, Chair and Asst. Chair; and Mr. Gantz to Technology and Assessment Committee, Asst. Chair. Mr. Keener made the following Committee Appointments:

1. Communications, Community Relations & Retention Committee
Chair: Janice Grim
Asst. Chair: Sue Williams
2. Curriculum Committee
Chair: Susie Lawson
Asst. Chair: Bob Reynolds
3. Facilities Committee
Chair: Frank Besancon
Asst. Chair: Curt Denning

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

APPOINTMENT OF BOARD COMMITTEES – (Con't)

4. Finance and Legislative Committee

Chair: Susie Lawson
Asst. Chair: Doug Stuart

5. Personnel Committee

Chair: Greg Roadruck
Asst. Chair: Kurt Steiner

6. Student Services Committee

Chair: Doug 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

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

The motion was carried.

BOARD ITEMS

A motion by Mrs. Lawson was seconded by Mrs. Williams to approve the Board Items as follows:

- A. Approval of Board Membership in the Ohio School Boards Association for 2013, including subscriptions to the Briefcase and Negotiator.

Note: This year's cost is \$3,500 for the membership plus an estimated cost of \$250.00 for the subscriptions for a total of \$3,750. Last year's total cost was \$3,549.

- B. Approval to continue membership in the O.S.B.A. Legal Assistance Fund.

Note: Cost is \$250 per year. This is the same as last year's cost.

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

BOARD ITEMS – (Con't)

- C. Approval to set the Board Service Fund to the amount of \$20,000 beginning January 1, 2013.

Note: This fund is to be used by Board Members for expenses incurred in the performance of their duties. The Service Fund was set at \$20,000 during the 2012 calendar year. The Service Fund may be set to a maximum of \$20,000.

- D. Approval of list of meetings for Board Compensation.

The current list includes: OSBA Workshops (including the Capital Conference for members registered through the Career Center), Legal Seminars, Legislative Seminars, WCJVSD Board Retreats, HSTW State and National Meetings, Career/Tech State and National Conventions, and NSBA National Convention (currently 50% paid by the Career Center and 50% by the Home District).

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

The motion was carried.

RESOLUTION #13-1 - APPROVAL OF STANDING AUTHORIZATIONS

A motion by Mr. Besancon was seconded by Mr. Gantz to approve the standing authorizations as follows:

- A. *Authorize the Treasurer to Request Advances:* The Treasurer is authorized to request advances from the County Auditor during the year as available.
- B. *Authorize the Treasurer to Invest Monies:* The Treasurer is authorized to invest monies falling in the inactive or interim status as available during the year.
- C. *Authorize the Treasurer to Pay All Bills within the Limits of the Appropriations Resolution:* The Treasurer is authorized to pay all bills within the limits of the appropriations resolution as prescribed by Ohio Revised Code 3313.18 as bills are received, and when goods received or serviced performed are acceptable.

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

APPROVAL OF STANDING AUTHORIZATIONS – (Con't)

- D. *Authorize Treasurer to Make Fund-to-Fund Advances, Advance Returns and Transfers:* The Treasurer is authorized to make fund-to-fund advances, advance returns and transfers as needed throughout the year with Board ratification as part of the financial reports presented at the next regular meeting.
- E. *Authorize Superintendent and Treasurer to Apply for and Accept Grant Funds and to Enter Into Agreements:* The Superintendent and Treasurer are authorized to apply for, enter into and/or accept/participate in Federal, State or Local Grants or agreements. In addition, the Treasurer is authorized to appropriate funds for grants awarded to the school district.
- F. *Authorize Superintendent and Treasurer to Attend Professional Meetings:* The Superintendent and Treasurer are authorized to attend meetings, including in-service and professional development, that pertain to their responsibilities as the district's Chief Executive Officer and Chief Financial Officer, respectively.
- G. *Authorize Superintendent to Send Employees to Professional Meetings:* The Superintendent is authorized to send employees to professional meetings within the amount of appropriations.
- H. *Authorize Superintendent or Treasurer to Accept Donations:* The Superintendent or Treasurer is authorized to accept all donations to the school district on behalf of the Board of Education.
- I. *Appoint Superintendent as Purchasing Agent:* The Superintendent is hereby appointed the district's Purchasing Agent.
- J. *Authorize Superintendent to Hire Staff Between Board Meetings:* The Superintendent is authorized to hire staff between Board meetings.
- K. *Authorize Superintendent to Accept Resignations Between Board Meetings:* The Superintendent is authorized to accept resignations between Board meetings.

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

The motion was carried.

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

ADJOURNMENT

A motion by Mr. Besancon was seconded by Mr. Noble to adjourn the January 2013 Organizational Meeting at 7:42 p.m.

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

The motion was carried.

President

Treasurer

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

JANUARY 15, 2013

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Keener at 7:43 p.m. on Tuesday, January 15, 2013, in the Career Center.

Pledge of Allegiance.

ROLL CALL

Roll Call showed members Mr. Frank Besancon, Mr. Curt Denning, Mr. Bill Gantz, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Mr. Robert Reynolds, Dr. Gregory Roadruck, Mr. Kurt Steiner, Mr. Doug Stuart, and Mrs. Sue Williams in attendance.

Mr. Zook was not in attendance.

APPROVAL OF 2014 TAX BUDGET

A motion by Mrs. Lawson was seconded by Mr. Denning to approve the 2014 Tax Budget as presented.

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

The motion was carried.

BOARD MINUTES

A motion by Mr. Stuart was seconded by Mrs. Williams to approve the minutes from the December 19, 2012, Regular Board Meeting.

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

The motion was carried.

BOARD COMMITTEE REPORTS

Finance & Legislative Committee Reports

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

SUPERINTENDENT'S REPORT

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

1. Director's Report
2. Principal's Report
3. Dr. Crain reviewed several potential program changes and potential updates to the safety plan with the Board of Education.
4. Important Upcoming Dates and Times
 - a. Career Tech Tuesday will be held during the school day on February 12th and March 12th.
 - b. There will be no school on Monday, January 21st for Martin Luther King Day.
 - c. Parent Teacher Conferences will be from 4-7 p.m. on Thursday, February 14th.
 - d. State BPA Competition will be held March 13th and 15th in Columbus.
 - e. There will be no school on Friday, February 15th and Monday, February 18th for PT Conference Teacher Day and Presidents' Day).
 - f. Health Occupations Students of America (HOSA) State Contest will be March 21st and 22nd at Tolles Career and Technical Center.
 - g. There will be no school on Friday, March 29th.

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

The motion was carried.

BOARD MEMBER RECOGNITION MONTH

Board Members were recognized for their service.

TREASURER'S CONSENT AGENDA

A motion by Mr. Denning was seconded by Dr. Roadruck 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 December, 2012.

c. Approval of the cosmetology price list for goods and services
Page Ten
January 15, 2013

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

TREASURER'S CONSENT AGENDA – (Con't)

- d. Approval to accept the following donation:
- 1) \$3,820 towards the purchase of a podium from the Farm Credit Bureau on December 28, 2012.
- e. Approve the following Purchase Orders over \$5,000:
- 1) Industrial Video Corporation, podium with equipment, \$7,769.09.
 - 2) WCSCC Board Fee Pays, WCSCC student fees for those who qualify for free/reduced meals, \$12,837.

Roll call vote on the motion was as follows: Mr. Denning, yes; Dr. Roadruck, yes; Mr. Besancon, yes; Mr. Gatz, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mr. Noble, yes; Mr. Reynolds, yes; Mr. Steiner, yes; Mr. Stuart, yes; and Mrs. Williams, 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 Catherine Knight, AE Nursing Instructor, effective March 31, 2013 for the purpose of retirement.
 - b. Resignation of Nate Broehl, Substitute Teacher, effective December 18, 2012.
 - c. Approval to pay Jennifer Rue, Teaching Assistant, for an additional three hours of work during Open House on November 29, 2012.
 - d. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last Name	First Name	Licensure
Steffen	Molly	Career Tech
Fahrney	Jorie	Early Childhood

- e. Employment of the following individual to substitute in the area(s) indicated for the 2013-2013 school year:

Page Eleven
January 15, 2013

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

SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

Last Name	First Name	Position	Salary	Step	Degree
Goodwill	Donna	School Nurse	\$26/hr	5	MSN

- f. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:

- 1) Jean Boen, Adult Education Instructor, Step 12, \$16.50 hourly, effective January 10, 2013
- 2) Vicki Ickes, Adult Education Instructor, Step 11, \$16.00 hourly, effective March 7, 2013
- 3) Jennifer Farrar, Trade & Industry Apprenticeship Instructor, Step 6, \$21.00 hourly, effective January 22, 2013
- 4) Timothy Scott Musser II, Trade & Industry Apprenticeship Instructor, Step 6, \$21.00 hourly, effective January 22, 2013
- 5) Kevin Wilson, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective January 22, 2013, supplemental

2. Classified Employment

- a. Approval of the employment of Alisha Wellman, Administrative Assistant to Guidance, regularly scheduled, Step 2, Class III per the Classified Negotiated Agreement for Employees Employed After July 1, 2011, effective January 16, 2013 through June 5, 2013, 92 days (plus 4 holidays) prorated portion of the 190 day, 10 holiday contract for the 2012-2013 school year.
- b. Resignation of Debra Becker, Adult Education Financial Aid Coordinator, for the purpose of taking the position of Account Clerk II, effective January 4, 2013.
- c. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last Name	First Name	Licensure
Brooks	Deborah	Teacher Aide
Burke	RaKayla	Teacher Aide
First	Amanda	Teacher Aide

Steffen	Molly	Teacher Aide, AA
Bodkin	Michelle	Teacher Aide, AA, Cafeteria, Custodial
Battles	Thomas	AA
Shelly	Darlene	Cafeteria

Page Twelve
January 15, 2013

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

SUPERINTENDENT'S CONSENT AGENDA – (Con't)

d. Approval of the employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2012-2013 year:

1) Martha Hartshorn, Classroom Aide, Step 0, \$9.00 hourly, effective January 16, 2013.

3. Consultant Contracts

- a. Michael Banks, National Registry Practical Skills Examiner, on or about December 22, 2012, \$97.50
- b. Dennis Lipp, Painting for the Fun of It, on or about February 4 – March 18, 2013, \$300
- c. Dennis Lipp, Painting from the Heart, on or about February 7 – March 14, 2013, \$300
- d. OSU Extension Service, Live Well on Less, on or about April 25, 2013, \$70
- e. OSU Extension Service, Health & Safety in Family Child Care, on or about March 5 & 12, 2013, \$280
- f. OSU Extension Service, Right on the Money, on or about April 11, 2013, \$70
- g. OSU Extension Service, Raising Your Kids With Character, on or about June 4, 2013, \$70
- h. OSU Extension Service, Home Buyer Basics, on or about June 13 & June 20, 2013, \$140
- i. Greg Thompson, Adult Child & Infant CPR, on or about January 16, 2013, \$200
- j. Greg Thompson, Adult Child & Infant CPR, on or about March 20, 2013, \$200
- k. Greg Thompson, Adult Child & Infant CPR, on or about May 16, 2013, \$200

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

The motion was carried.

GRANTS AND AGREEMENTS

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

- a. Approval for the Adult Basic & Literacy Education & Families Learning Together Programs to accept an Orrville United Way grant in the amount of \$35,000.

Page Thirteen
January 15, 2013

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

GRANTS AND AGREEMENTS – (Con't)

- b. Approval of an agreement with Eagle Vending and Concessions to provide coin-operated vending machines in the adult and staff dining areas through December 31, 2013.
- c. Approval of a Purchase of Training contract with Wayne County Department of Job & Family Services (WCDJFS) effective January 1, 2013 – December 31, 2013. This contract will not exceed \$6,000.
- d. Approval of a clinical contract with Walnut Hills Nursing Home.
- e. Approval of a revised clinical contract with Shady Lawn Healthcare Community.
- f. Approval of a revised clinical contract with BrennField Nursing Center.
- g. Approval to enter into an Agreement from January 1, 2013 through December 31, 2013 with Smithville Village to provide a resource officer at the school district at a cost of \$15,161.
- h. Approve Institutional Membership renewal in the Ohio Association of Career-Technical Education (OACTE) for 2013 for a total of \$1,000.
- i. Approve membership renewal in the Education Tax Policy Institute for the membership year beginning January 1, 2013. ETPI provides research and the facts concerning taxation and school funding. Cost is \$1,000 per year.

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

The motion was carried.

PROJECT LEAD THE WAY RESOLUTION

A motion by Mr. Besancon was seconded by Mrs. Williams to approve of the Resolution #13-2 dealing with Project Lead the Way Engineering Technologies program:

WHEREAS, the Orrville City School (OCS) Board of Education recognizes the expertise the Wayne County Schools Career Center (WCSCC) can provide in supporting the Project Lead the Way (PLTW) Engineering Technologies program, and

Page Fourteen
January 15, 2013

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

PROJECT LEAD THE WAY RESOLUTION – (Con't)

WHEREAS, the OCS administration has assured minimum enrollment to provide for the Project Lead the Way (PLTW) program,

BE IT THEREFORE RESOLVED, upon the recommendation of the Superintendent, the WCSCC Board of Education approves support of the Project Lead the Way (PLTW) Engineering Technologies program for OCS for a term of one school year, 2013-14.

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

The motion was carried.

DOCUMENTS AND MATERIALS

A motion by Dr. Roadruck was seconded by Mr. Noble to approve the following documents and materials:

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

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
2/14-2/17/13	Craig Wellert	National Farm Machinery Show Louisville Kentucky Expo Center Louisville, KY

- b. Approval of the following job descriptions and set of expectations:

- 1) Supervisor Career Tech and Nursing
- 2) Supervisor Curriculum
- 3) Supervisor of Career and Technical Education
- 4) Director of Operations
- 5) Manager AE

- 6) Manager Technology
 - 7) Principal
 - 8) Parking Lot Monitor Expectations
- c. Approval of the following revised Policies and Forms as recommended in the NEOLA Special Update November 2012:

Page Fifteen
January 15, 2013

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

DOCUMENTS AND MATERIALS – (Con't)

Section	Number	Status	Title
Policy	1520	Revised	Employment of Administrators
Policy	3220.03	Delete	Evaluation of Teachers on Limited Contract

- d. Approval of the new editions of the following textbooks:
- 1) Adobe Illustrator CS5 Classroom in a Book, 2010 by Adobe Press
 - 2) The Design Collection Revealed: Adobe Indesign CS5, Photoshop CS5 and Illustrator CS5, 1st edition, 2011 by Delmar Cengage Learning
- e. Approval of the revisions to the following handbook:
- 1) High School Cosmetology Handbook

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

The motion was carried.

ADJOURNMENT

A motion by Mr. Denning was seconded by Mr. Stuart to adjourn the January Regular Board Meeting at 8:10 p.m.

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

The motion was carried.

President

Treasurer

DRAFT