

MINUTES OF THE REGULAR MEETING
OF THE
WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
FEBRUARY 15, 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, February 15, 2012, in the Career Center.

ROLL CALL

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

Mr. Don Noble was unable to attend the meeting.

Audrey Forrer led the Pledge of Allegiance to the flag.

STUDENT RECOGNITION

The Board of Education recognized the achievements of the following students:

Audrey Forrer, Ag Mechanics & Power Technologies, WCSCC Student of the Month from Dalton.

Brooke Worstell, Practical Nursing, WCSCC Student of the Month from Dalton.

Leah Ziegman, Practical Nursing, WCSCC Most Improved Student from Dalton.

Josh Merriman, Criminal Justice, WCSCC Most Improved Senior Student in Extra Help from Dalton.

Josh Hackett, Buildings & Grounds, WCSCC Most Improved 13th Year Student in Extra Help from Dalton.

Martha Hartshorn, Welding Technologies, WCSCC AE Exceptional Student.

Mike Wilson, Medical Assisting, WCSCC AE Most Dedicated Student.

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EMPLOYEE RECOGNITION

The Board of Education recognized the achievements of the following employees:

Dan Davis, WCSCC Science Instructor, WCSCC Staff Excellence Award.
Tom Gasser, Public Safety Coordinator, WCSCC AE Staff Excellence Award.

HOME SCHOOL PARTNER RECOGNITION

The Board of Education recognized Dalton Local Schools. Mr. Scott Beatty, Superintendent, and Mr. Larry Case, High School Principal, attended the meeting.

BOARD MINUTES

A motion by Dr. Roadruck was seconded by Mr. Williams to approve the minutes from the January 11, 2012, Regular Board Meeting and the January 11, 2012 Organizational Meeting.

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

The motion was carried.

SUPERINTENDENT'S REPORT

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

1. Director's Report
2. Principal's Report
3. Ohio Department of Education Secondary Site Visit Report
4. Important Upcoming Dates and Times
 - a. Parent/Teacher Conferences will be held on Thursday, February 16th from 4-8PM.
 - b. FFA Ag Diagnostics Contest will be held in the Ag Mechanics & Power Technologies Lab on Thursday, February 23rd.
 - c. SkillsUSA Regionals will take place at Maplewood Career Center on Saturday, February 25th.

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SUPERINTENDENT'S REPORT – (Con't)

- d. FCCLA Region 2 Competitions will be held at Pioneer Career Center on Saturday, March 3rd.
- e. Northeast School Board Association Spring Conference at Rittman High School. Social/networking begins at 6PM and dinner follows at 6:30PM on Wednesday, March 7th.
- f. State BPA Contest will be held in Columbus on March 15th and 16th.
- g. HOSA (Health Occupations) State Skill Competition will take place in Columbus on March 22nd and 23rd.
- h. The next Career Tech Tuesday will be Tuesday, March 27th.

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

The motion was carried.

Note: Mary Lou Lisic will be assigned to work in the Placement as part of her Board Approved work days.

TREASURER'S CONSENT AGENDA

A motion by Mr. Besancon was seconded by Mrs. Marlar 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 January 2012.
- c. Approve the following Transfers of Appropriations within funds for FY12:

From:	
001 2200 700 Support Repl Equipment	\$10,000.00
001 2500 700 Fiscal Repl Equipment	5,000.00

Total Transfers Out:	\$15,000.00
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To:	
001 2700 600 General Permanent Improvements	\$15,000.00

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TREASURER'S CONSENT AGENDA – (Con't)

d. Amend our FY12 Certificate of Estimated Resources as follows:

<u>Certificate of Estimated Resources:</u>		<u>Amend</u>	<u>Total Resources</u>
501	ABLE Federal Grant	- 11,672.54	\$ 248,327.46
524	Vocational Ed Grant	- 8,658.68	\$ 426,341.46
590	ITQ Grant	- 2,015.38	\$ 3,027.32
200	Student Activities	+ 20,000.00	\$ 150,000.00
Total Amendment		- 2,346.60	
Total Estimated Receipts			\$17,211,269.11
Total Amount Available including Beginning Balances			\$28,018,292.43

Amend the following Appropriations for FY12

<u>Fund</u>	<u>Amend</u>	<u>Total Appropriations</u>	
501	ABLE Grant	+ 8,336.11	\$ 258,336.11
524	CTPD Grant	+ 6,162.84	\$ 406,162.84
590	ITQ Grant	- 2,015.38	\$ 2,984.62
Total Amendment		+ 12,483.57	
Total FY12 Appropriations			\$19,338,488.14

A worksheet on the amended Certificate of Estimated Resources and Appropriations for FY12.

This is the first amendment to the Certificate of Estimated Resources for FY12. The majority of the changes are the difference between estimated grants and the actual amount to be received for FY12.

e. Approval to accept the following donations:

- 1) One used IH 414 engine valued at \$800 to the WCSCC Ag Mechanics & Power Technologies program from Jeff Winkler (WCSCC Alumnus).
- 2) \$1,500 from the NE Ohio Pork Producers Council to the WCSCC Culinary Arts program in appreciation of their labor at the fair booth.

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- 3) \$100 from the AAUW Wooster Branch and Wooster Kiwanis to the WCSCC Key Club in appreciation of their invaluable assistance during the final day of the AAUW-Kiwanis Used Book Sale.
 - 4) \$211.28 from the WCSCC Nursing Alumni Association, per Treasurer Nadine Howell, for the Kay Myers Scholarship Fund.
 - 5) \$250 from Janice Swan for the Lynn Welker Scholarship Fund.
 - 6) \$500 from Ronald and Gayle Welker for the Lynn Welker Scholarship Fund.
 - 7) \$1,000 from J. Eileene Welker for the Lynn Welker Scholarship Fund.
- f. Approval of the 2011-2012 Adult Education Scholarship Rotary Account Budget. This Rotary Account would provide scholarships to Adult Education Students and assist with industry credential student fees. The anticipated receipts would be \$3,000 from donations.

As a promotion of Adult Education classes, a free voucher may be offered to an individual or organization. Total amount for any one year would not exceed \$3,000. This covers a \$1,000 Star Scholarship to a current GED graduate to enroll in a full-time Adult Education Program, and a variety of vouchers to be used as giveaways. Examples of these giveaways would be the \$50 discount of any class given nightly at the Wayne County Fair and vouchers for a free or discounted short term class.

- g. Approval to pay ½ of a \$1,500 invoice to Jostens for the 2012 Yearbook and the remainder in May, for progress work done on the yearbook.
- h. Approval to pay for BCI/FBI fingerprinting required for licensing of Practical Nursing Seniors for a total of \$399 (7 students at \$57 each).
- i. Approval to pay for Exercise Science and Sports Medicine assessment tests at \$12 each for 16 students, for a total of \$192.
- j. Approve the following Purchase Orders over \$5,000:
 - 1) SMART Solution Technologies, LP, Smart Boards, etc., \$8,740.
 - 2) Wayne County Treasurer, Muskingham Watershed per County Auditor's Office, \$5,436.
 - 3) Apple, Inc., 20 MacBooks, flash storage, etc., \$193,049.10.
 - 4) WCSCC Adult Ed/Pell Grant Awards transferred to education costs for March, 2012, \$60,000.
 - 5) WCSCC Adult Ed/Direct Loan Awards transferred for education costs for March, 2012, \$60,000.

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- k. The final items on the Renovation Punch List are being addressed. At this time, approximately 99% of the Renovation Project is complete. As of February 9, 2012, the following Fund Balances remain:

004 9008 LFI Fund	\$394,966	Open Contract Amounts \$ 57,700	Unenc.Balance \$337,269
010 9008 OSFC Local Fund	\$510,795	Open Contract Amounts \$102,924	Unenc. Balance \$317,871
010 9009 OSFC State Fund	\$476,922	Open Contract Amounts \$370,481	Unenc. Balance \$106,441

Other Funds with OSFC monies:

034 Maintenance Fund	\$1,191,914	Open Purchase Orders \$ 2,817	Unenc. Balance \$1,189,098
003 Permanent Imp Fund	\$1,171,449	Open Purchase Orders \$137,707	Unenc. Balance \$1,033,652

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mr. Denning, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, 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 Dr. Roadruck to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- a) Employment of the following individuals to substitute in area(s) indicated. All approvals are pending receipt of certifications and BCI/FBI:

Last Name	First Name	Licensure
Curtis	Chad	Career Technical
Ritchey	Timothy	Career Technical

- b. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed/regularly scheduled, effective 2011-2012 year:
- 1) Therese Clevenger, Instructor, ABLE, ESL Civics, Adult Literacy, Step 5, \$13.00 hourly.
 - 2) Jeanette Kaufman, Adult Education Instructor, Step 13, \$17.00 hourly.
 - 3) Sharon Reichert, Instructor, ABLE, ESL Civics, Adult Literacy, Step 5, \$13.00 hourly.

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

- c. Resignation of Wayne Bartter, Ag Mechanics & Power Technologies Instructor, for the purpose of retirement at the end of the day on February 29, 2012.
- d. Resignation of Lara Schmidt, Trade & Industry Apprenticeship Instructor.
- e. Resignation of Valerie Ison, Clinical Instructor, effective December 16, 2011.
- f. Approval of a correction to the 2011-2014 Administrative Handbook (remains the same as the 2008-2011 handbook).
- g. Approval of Elizabeth Miller as Peer Reviewer for 2011-2012 Year, paid at \$25 each per review, per the negotiated agreement.
- h. Employment of Kathie Kister, for assistance as Placement Coordinator, part-time/hourly/as needed/per time sheets, not to exceed 320 hours, for the remainder of the 2011-2012 school year at a rate of \$29.23 per hour.

2. Classified Employment

- a. Employment of Kristi Maximovich, AA Main Office, Class V, Step 6 on the 7/11 salary schedule, prorated contract for 2011-2012, January 20, 2012 through June 1, 2012 for 88 days + 3 holidays.
- b. Employment of the following individual to substitute in area(s) indicated. All approvals are pending receipt of certifications and BCI/FBI:

Last Name	First Name	Sub Area
Wilfong	Carolyn	Cafeteria

3. Contracts

- a. Approve the following Consultant Contracts:
 - 1) Community Services for and of the Deaf, Exploring Beginning American Sign Language, on or about March 7 – May 2, 2012, \$512
 - 2) OSU Extension Service, Family Nutrition Information to Orrville and Wooster FLT Programs for March 2012, \$60

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SUPERINTENDENT'S CONSENT AGENDA – (Con't)

4. Volunteers

- a. Approval of the following volunteers for the Adult Basic & Literacy Education Program:

Lara Schmidt Former Teacher

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

The motion was carried.

GRANTS AND AGREEMENTS

A motion by Mr. Zook was seconded by Mr. Keener to approve the following Grants and Agreements:

- a. Approval of a Board of Regents Bridges to Work Planning Grant in the amount of \$20,000 for Adult Workforce Education and Adult Basic & Literacy Education Programs.
- b. Approval for Adult and Community Education to enter into an Agreement with Northeast Teach Out.
- c. Approval to partner with PNC Grow Up Great Community Education Resource as a linkage to volunteers for our literacy programs including ABLE and Families Learning Together.
- d. Approval of an agreement with Coke for vending services in the staff lounge.
- e. Approval to enter into an agreement with All Events Rental for chair, stage, etc. rental and set up and take down charges for the Senior Recognition Ceremony at Wayne College on May 22, 2012.
- f. Approval to enter into a Clinical Usage Agreement with Akron Children's Hospital.
- g. Approval to enter into a Clinical Usage Agreement with Aultman Orrville Hospital.

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GRANTS AND AGREEMENTS – (Con't)

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

The motion was carried.

INNOVATION COUNCIL

A motion by Mrs. Lawson was seconded by Mrs. Marlar to approve Resolution #12-3 Supporting Tri-County Education Service Center's Application to the Ohio Department Local Government Innovation Council.

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

The motion was carried.

DOCUMENTS AND MATERIALS

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

- a. Approval of the Dress Code for the STNA program.
- b. Approval of the Attendance Policy for the STNA program.
- c. Approval of the NATCEP Record Keeping Policy for the STNA program.
- d. Approval of the 2011-2012 Human Resources Flow Chart with names.
- e. Approval of the 2011-2012 Human Resources Flow Chart with positions.
- f. Approval of the following overnight field trip request:

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
3/15-3/16/12	Theresa Chmura Janice Anderson Chris Boyan	Business & Marketing Technologies, Medical Office Management and IT Media –

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DOCUMENTS AND MATERIALS – (Con't)

BPA State Leadership Conference and
Competition
Greater Columbus Convention Center

g. Approval of the following job descriptions:

- 1) AA Student Intervention
- 2) AE AA Receptionist
- 3) AA Assessment
- 4) AA Attendance
- 5) AA EMIS
- 6) AA Main Office
- 7) AA Nursing Supervisor
- 8) AA Principal
- 9) AA Receptionist – HS Office

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

The motion was carried.

EXECUTIVE SESSION

A motion by Dr. Roadruck was seconded by Mr. Besancon to go into Executive Session at 8:30 p.m. for the purpose of discussing personnel.

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

The motion was carried.

President Stuart called the Board back into Regular Session at 8:53 p.m.

ADJOURNMENT

A motion by Mr. Zook was seconded by Mr. Steiner to adjourn the February Regular Board Meeting at 8:54 p.m.

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ADJOURNMENT – (Con't)

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

The motion was carried.

President

Treasurer