

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

APRIL 18, 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, April 18, 2012, in the Career Center.

ROLL CALL

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

Mrs. Janice Grim entered the meeting at 7:49 p.m. during Student Recognition.

Mr. Douglas Zook was unable to attend the meeting.

Career Center students Carl Burkholder and Mary Tieche led the Pledge of Allegiance to the flag.

STUDENT RECOGNITION

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

Evan Beery, Engineering Technologies, WCSCC Student of the Month from Heritage Private.

Carl Burkholder, Precision Machining, WCSCC Student of the Month from Smithville.

Mary Tieche, Practical Nursing, WCSCC Student of the Month from Smithville.

Kendra Mast, Patient Care Technologies, WCSCC Extra Help Student of the Month from Smithville.

Timothy Sanders, Hospitality, WCSCC Most Improved Student from Smithville.

Cody Martin, Printing Technologies, WCSCC Most Improved Student from Smithville.

Melissa Flinner, Medical Office Billing and Coding, WCSCC AE Exceptional Student.

Michelle Philpott, Medical Assisting, WCSCC AE Most Dedicated Student.

At this time, Dr. Crain, Superintendent, notified the board that Board Member Susie Lawson, had been named Outstanding Career & Technical Board Member by the Ohio Career and Technical Education Association.

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EMPLOYEE RECOGNITION

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

Helena Ritchey, WCSCC English Instructor, WCSCC Staff Excellence Award
Anamaris Valentin, Families Learning Together Aide / Orrville Site, WCSCC AE Staff
Excellence Award.

OUTSTANDING BUSINESS PARTNER

The Outstanding Business Partner for the Month of April was James A. Madigan, DDS of
Orrville.

HOME SCHOOL PARTNER RECOGNITION

The Board of Education recognized Green Local Schools. Judy Robinson, Green Local
Superintendent, attended the meeting.

BOARD MINUTES

A motion by Mr. Keener was seconded by Mrs. Lawson to approve the minutes from the
March 21, 2012, Regular Board Meeting.

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

The motion was carried.

EXECUTIVE SESSION

A motion by Mrs. Lawson was seconded by Mr. Besancon to go into Executive Session
at 8:20 P.M. for the purpose of discussing personnel.

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. Noble, yes; Mr.
Reynolds, yes; Dr. Roadruck, yes; Mr. Steiner, yes; Mr. Stuart, yes; and Mrs. Williams,
yes.

The motion was carried.

President Stuart called the Board back into Regular Session at 8:35 P.M.

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SUPERINTENDENT'S REPORT

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

1. Director's Report
2. Principal's Report
3. Important Upcoming Dates and Times
 - a. Animal Care FFA State Contest will take place in Columbus on April 17th and 18th.
 - b. FCCLA State Competition is in Columbus on April 19th and 20th.
 - c. The Ag Mechanics/Power Technologies FFA Banquet will be on April 19th in their lab.
 - d. Prom will be held on April 21st at Greenbriar Conference Center in Wooster. Grand March begins at 5PM in the Commons at WCSCC and Prom begins at 6:30PM at Greenbriar. The theme is "Fire and Ice" and the colors are black, red, silver and blue.
 - e. BPA Nationals will be held in Chicago on April 25th through April 29th.
 - f. SkillsUSA State Contest will be in Columbus on April 27th and 28th.
 - g. Medical Assisting Pinning Ceremony will be held on May 2nd from 6-8PM in the Commons.
 - h. Wooster Chamber of Commerce Breakfast will also take place on May 2nd at 7:30AM. Seniors from each trade are honored. Employers and career-tech teachers are invited.
 - i. On May 3rd the Adult Ed Open House and Job Fair will take place from 5-8PM.
 - j. The Staff Recognition Ceremony and Picnic, coordinated by the M&M Committee with support from both Administration and the Association, will be on May 8th at 3PM. Board members are invited to attend and share this special event with our staff. We will be honoring ten retirees and awards for years of service will be presented. Gerber's chicken, side dishes, and desserts will be served.
 - k. The Animal Care FFA Banquet will be held in the Commons on May 10th at 6PM.
 - l. 8th grade visits will be on May 14th and 15th.
 - m. BPA Award will be presented to Business and Marketing Technologies, Interactive Media, and Medical Office Management students on May 15th.
 - n. We will be honoring all State and National Winners and Student Ambassadors at the WCSCC Board of Education Meeting on Wednesday, May 16th.
 - o. High School Practical Nursing will have their Pinning Ceremony on May 17th at West Hill Baptist Church, beginning at 7PM.

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SUPERINTENDENT'S REPORT – (Con't)

- p. The Senior Recognition Ceremony will take place at Wayne College on May 22nd at 7PM. Board Members are invited to attend and share this special ceremony with our students. 6:30PM arrival time is suggested for Board Members. Invitations will be arriving in your mail. RSVPs can be made to Barb Houmard at 330-669-7000 x. 1202.
- q. OCTE State Meeting.

4. Presentation of Adobe PDF versus BoardDocs. Presentation by IT Manager.

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

The motion was carried.

TREASURER'S CONSENT AGENDA

A motion by Dr. Roadruck was seconded by Mrs. Lawson 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 March 2012.
- c. Approve the following Appropriation Transfers within the funds for the FY12 School Year:

General Fund

From

001 1300 500 Instructional Supplies	\$ 34,000.00
001 2500 700 Fiscal Replacement Equipment	5,000.00

Total Transfers Out	\$ 39,000.00
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To

001 2200 500 Support Supplies	\$ 34,000.00
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TREASURER'S CONSENT AGENDA – (Con't)

001 2500 800 Fiscal – Other Expenditures	5,000.00
Total Transfers In	\$ 39,000.00

This is moving the Appropriation for Postage from Instruction Supplies to Support Supplies.

- d. Approve Audit Report for the 2010-2011 School Year.
- e. Approval to increase the State and National Contest account by \$10,000 for a total of \$20,000 for the year.
- f. Approval of the update to the Five Year Forecast plus Assumptions showing the most recent information.
- g. Approval to pay for coursework for Cheryl Daniels-Koehler (current Guidance Counselor through the 2011-2012 school year) for licensure for Career Assessment Specialist, \$8,112.64.
- h. Approval of summer school tuition rates.
- i. Approval of summer school calendar.
- j. Approval to accept the following donations:
 - 1) Several boxes of new equipment and supplies from Ida Sue School (i.e. large syringes, equipment to use with feeding pumps, etc.) for use in the Practical Nursing program, no value available.
- k. Approve the following Purchase Orders over \$5,000:
 - 1) WCSCC Board – Fee Pays, free/reduced lunch fee waivers as of 3/23/12, \$1,176 (not over \$5,000, but still needs approval).
 - 2) WCSCC Adult Ed/Pell Grant Awards transferred to education costs for May, 2012, \$60,000.
 - 3) WCSCC Adult Ed/Direct Loan Awards transferred for education costs for May, 2012, \$50,000.
 - 4) WCSCC Adult Ed/Pell Grant Awards transferred to education costs for June 2012, \$50,000.

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TREASURER'S CONSENT AGENDA – (Con't)

- 5) WCCSC Adult Ed/Direct Loan Awards transferred for education costs for June 2012, \$25,000.
- 6) Traveltyme, Inc., student registration fees and advisor fees for SkillsUSA National Conference in Kansas City, \$8,000.
- 7) Wooster Printing & Litho, Adult Education Summer 2012 catalogs, \$10,995.55.
- 8) Wooster Printing & Litho, Adult Education Summer 2012 booklet mailer, \$6,382.60.
- 9) VIP Travel Agency, student competitor and advisor transportation and rooming costs for 2012 HOSA National Conference, \$5,520.
- 10) MT Business Technologies, large scale copier/printer for Engineering Technologies, \$9,445.25.
- 11) Apple Computer, MacBook Pro laptops/parallels for Engineering Technologies, \$37,334.25.
- 12) MT Business Technologies, Ricoh color copier and Ricoh sublimation printer, \$11,859.00.

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. Noble, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Steiner, yes; Mr. Stuart, yes; Mrs. Williams, yes; and Mr. Besancon, yes.

The motion was carried.

SUPERINTENDENT'S CONSENT AGENDA

A motion by Mr. Denning was seconded by Dr. Roadruck to approve the Superintendent's Consent Agenda as follows:

1. Certified Employment

- a) Employment of the following persons as Certified Personnel for the 2012-2013 school year as per Board Policy and negotiated agreement:

NAME	CONTRACT	CLASS	STEP
Abrecht, Amber	2 of 2	2	7
Arko, Andy	C	2	21
Bartel, Lori	C	4	13
Becker, Deb	6th 1 (184 days)	AE1	15
Boggins, Kathy	2nd 1	6	10

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Boggs, Lynette	C	5	20
Boggs, Michael	New 2	3	19
Boyan, Chris	C	6	32
Brown, Scott	C	4	28
Cahill, Beverly	10th 1 (125 days)	4	21
Calderone, Kelly	New C	5	8
Casteel, Jennifer	New 2	1	5
Chmura, Theresa	C	7	23
Collins, Jamie	C	5	10
Davis, Dan	2 of 2	4	8
Ehlert, Donna	C	6	12
Gagnon, Beth	C	6	24
Gerber, Mark	New 2	4	16
Gillespie, Gregg	New 2	4	20
Gough, Brett	New 2	4	15
Grimes, Rich	C	2	20
Gummo, Dawn	2nd 1	4	1
Hanna, Kathy	C	2	16
Harlan, Jim	C	7	24
Hartzler, Melinda	New 2	5	14
Hawkins, Anita	C	4	28
Hedberg, Michelle	9th 1 (182 days @ 6.25 hrs)	AE 1	12
Hessey, Brian	C	5	25
Hoefges, Betty	C	5	18
Hornacek, Shannon	2 of 2	4	6
Huffman, Kimberly	C	5	16
Kanne, Joan	7th 1 (162 days)	AE 2	16
Knight, Catherine	7th 1 (120 days)	AE 3	16
Layfield-Bower, Michelle	C	5	16
Martell, Melody	2nd 1 (Hrly/time sheets/reg sched/ as needed)	\$19.75/hr	LPN 4
Martell, Rod	C	2	14
McDonald, Debra	C	5	19
Menchaca, Julia	C	4	18
Merickel, Keri	C	3	34
Miller, Aaron	2 of 2	3	12
Miller, John	C	7	21
Miller-Plumb, Martha	C	6	20
Morabito, Mike	New 2	5	26

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Morgan, Theresa	C	5	14
Nester, Leslie	New 2	4	34
Nichols, Barb	C	5	28
Nicholson, Andrew	C	6	16
Parker, Jill	C	6	26
Perry, Shelly	C	2	28
Plybon, Linda	C	5	30
Power, Luke	New 1	5	0
Ritchey, Helena	2 of 2	1	5
Rogers, Robbin	C	6	34
Schrock, Melissa	27th 1 (184 days @ 6.25 hrs)	4	30
Seal, Chris	New 2	1	5
Shetler, Richard	New 2	4	16
Shrock, Jackie	21st 1 (184 days)	6	23
Stahl, Sarah	New 2	4	4
Starlin, Danielle	2 of 2	1	6
Stebbins, Sandra	C	5	17
Stecz, Catina	2 of 2	4	7
Steiner, Bruce	2 of 2	4	7
Sullivan, Clarence	C	4	27
Sweitzer-Zona, Lisa	C	7	19
Tabellion, Joann	2 of 2	4	17
Tietz, Amy	C	5	10
Tietz, Brad	C	5	12
Tresch, Dawn	8th 1 (125 days)	AE 1	19
Vickers, Terry	2 of 2	2	39
Vorkapich, Pamela	C	5	24
Weaver-Kranz, Josi	6th 1 (184 days)	AE1	17
Wellert, Craig	C	4	19
Wilson, Robert K.	C	4	27
Wimer, Gary	C	5	28
Woodruff, Bruce	C	5	20
Young, Jim	5th 1 (192 days)	AE1	13
Zimmerman, Alan	C	4	33
Zimmerman, Liala	C	6	21

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

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Last Name	First Name	Licensure
Freeland	Tara	Cosmetology
Rader	Linda	Career Tech/Business

- c) 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) Joann Tabellion, Medical Assisting Program Director, \$27.00 hourly – Supplemental

- d) Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets, effective 2011-2012 year:
 - 1) George Johnson, Customized Skill Training Coordinator, Step 5, \$17.00 hourly

- e) Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2011-2012 year:
 - 1) Daniel Davis, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly - Supplemental

- f) Resignation of Janice Anderson, Medical Office Management Instructor, for the purpose of retirement at the end of the day on May 31, 2012.

- g) Resignation of Cheryl A. Daniels-Koehler, Guidance Counselor, for the purpose of retirement at the end of the day on May 31, 2012.

- h) Resignation of Deborah L. Plank, VoSE Coordinator, for the purpose of retirement at the end of the day on May 31, 2012.

- i) Resignation of Cheryl Redfern, Career Assessment Specialist, for the purpose of retirement, at the end of the day on June 30, 2012.

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

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- 1) Cheryl Redfern, AE Career Assessment Specialist, \$27.00 hourly up to 609 hours.
- k) Resignation of Karen Davis, AE LPN Instructor, for the purpose of retirement, at the end of the day on June 28, 2012.
- l) Resignation of Carrie Wellert, Adult Education Customized Training Coordinator, effective May 1, 2012.
- m) Approval of non-renewal of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets effective 2012-2013 year:
 - 1) Bobbie Shope, Adult Education Instructor
- n) Recommend approval of the following contracts through Tri-County ESC, for the purpose of employment, for the 2012-2013 school year:
 - 1) Tracy Todich, School Nurse, 189 days at 7 hours daily.
 - 2) Janet Palm, GRADS Coordinator, 199 days at 7 hours daily.
 - 3) Gregory Foster, SAC Aide, Career-Technical, 185 days at 7 hours daily.
- o) Approval of the following hourly rates for part-time coordinators, instructors, casual labor and child care aides/food service with Adult Education contracts between July 1, 2012 and June 30, 2013:
 - 1) Adult Education part-time coordinator rate: no increase with a cap of \$27.00 per hour.
 - 2) Adult Education part-time hourly instruction rate: no increase with a cap of \$21.00 per hour.
 - 3) Apprentice, Fire, EMS, and Law Enforcement hourly instruction rate: no increase with a cap of \$25.00 per hour.
 - 4) Casual Labor scale: no increase with a cap of \$13.00 per hour.
 - 5) Adult Education medical/nursing part-time hourly instruction rate: no increase.
 - 6) 120+ Adult Education Salary Schedule: no increase.
 - 7) Child Care Aides/Food Service Rates: increase based on increase in minimum wage.

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

<u>Step</u>	<u>Hourly</u>
1	\$ 7.70
2	\$ 7.90
3	\$ 8.10
4	\$ 8.30
5	\$ 8.50
6	\$ 8.70
7	\$ 8.90
8	\$ 9.10
9	\$ 9.30
10	\$ 9.50
11	\$ 9.70
12	\$ 9.90
13	\$10.10
14	\$10.30

2. Classified Employment

- a. Approval of the following persons as Classified Personnel for the 2012-2013 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Abrecht, Amber	Animal Care/Feeding	C	Hrly/time shts as needed	\$12.00/hr	6
Allen, Char	Aide	New 2	Hrly/time shts/reg sched/as needed up to 5.75 hrs/day	\$9.80/hr	2
Booker, Charles	Detention/Cafeteria Monitor	C	Hrly/time shts/reg sched/as needed	\$12.20/hr	8
Bottomley, Matthew	Custodian	C	12 month	3	24
Bumgardner, Kathy	Admin Assistant	C	215 days + 10 holidays	3	20
Cooper, Diana	Admin Assistant	C	12 month		14
Dalessandro, Chris	IT Specialist	C	220 + 11 holidays	6	15
Dutter, Sandy	Admin Assistant	C	12 month		20

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Fields, Kevin	Aide	2 of 2	Hrly/time shts/reg sched/as needed	\$10.48/hr	2
Forren, Linda	Custodian	C	12 month	4	33
Gillespie, Gregg	Greenhouse Maintenance	C	Hrly/time shts as needed	\$14.00/hr	10
Goodrich, Carolyn	Adult Ed Office Sec’y	C	239 days + 11 holidays	3	21
Grzybowski, Ed	IT Specialist	C	220 + 11 holidays	6	10
Haley, Jason	Safety & Security Monitor	C	182 days + 10 holidays @ 7 hrs/day	6	10
Hartmann, Ed	Aide	New 2	Hrly/time shts/reg sched/as needed	\$10.23/hr	1
Hatfield, Lola	Admin Assistant	C	190 days + 10 holidays	4	10
Hobbs, Christine	Study Hall Monitor	New 2	Hrly/time shts/reg sched/as needed up to 5.75 hrs/day	\$9.40/hr	1
Houmar, Barbara	Student Act’y Liaison	C	190 days + 10 holidays	6	24
Ickes, Vicki	Cook	C	182 days + 10 holidays @ 6 hrs/day	3	22
Jackson, Cole	Maint/Custodian	C	12 month	4	9
Jackson, Donna	Acct Clerk	C	12 month	II	27
Jacobs, Regina	Admin Assistant	C	210 days + 10 holidays	3	28
Krites, Lesa	Aide	New 2	Hrly/time shts/reg sched/as needed	\$10.48/hr	2
Leisure, Sharon	Adult Ed Office Sec’y	C	239 days + 11 holidays	5	17
Long, Stephanie	Aide and Animal Care/Feeding	2 of 2	Hrly/time shts/reg sched/as needed	\$10.48/hr	2
Markley, Brenda	Acct Clerk	C	12 month	I	17
Martin, Shelly	Admin Assistant	New 2	225 days + 11 holidays	4	8
Maximovich, Kristi	Admin Assistant	2nd 1	190 + 10 holidays	5 (per 7/11 sal. schl.)	7
Mills, Carol	Admin Assistant	New C	225 days + 10 holidays	5	8

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Neer, Theda	IRP Clerk	New 2	Hrly/reg sched/as needed up to 5.75 hrs/day for a max of 207 days + 10 holidays	\$13/hr	11
Neff, Andrea	Adult Ed Sec'y	C	229 days + 11 holidays @ 6 hrs/day	4	25
Oser, Brenda	Acct Clerk	C	245 days + 11 holidays	II	23
Overstreet, Monique	Aide	New 2	Hrly/time shts/reg sched/as needed up to 24 hrs/wk	\$9.40/hr	1
Peters, Loretta	Custodian	C	12 month	4	29
Pumphrey, Tammy	Admin Assistant/Recep	C	190 days + 10 holidays	4	16
Ragins, Regina	Admin Assistant	C	210 days + 10 holidays	4	24
Ramseyer, Myrna	Cook	C	182 days + 10 holidays @ 6hrs/day	3	18
Ritchey, Timothy	Aide	New 2	Hrly/time shts/reg sched/as needed	\$10.23/hr	1
Sanders, Kimberly	Study Hall Monitor	New 2	Hrly/time shts/reg sched/as needed up to 5.75 hrs/day	\$9.40/hr	1
Sears, Kathryn	Adult Ed Receptionist	C	200 days + 11 holidays @ 7.25 hrs/day	\$13/hr	11
Shelly, Darlene	Cafeteria Cashier	New 2	Hrly/time shts/reg sched/as needed	\$9.40	1
Smith, Tom	Custodian	New C	12 month	3	10
Tackett, Dale	Admin Assistant	C	228 days + 11 holidays	4	19
Tackett, Sharon	Custodian	C	12 month	4	15
Tarleton, Pam	Head Cook	C	187 days + 10 holidays @ 7 hrs/day	4	15
Tiano, William	Aide	New 2	Hrly/time shts/reg sched/as needed	\$10.23	1
Troyer, Danielle	Aide	New 2	Hrly/time shts/reg sched/as needed	\$10.23	1
Vickers, Terry	Vehicle Maint.	C	Hrly/time shts as needed	\$19.39/hr	25
Waggy, Pam	Aide	C	71 days + 5 holidays @ 5.5 hrs/day, 75 days + 3 holidays @ 7 hrs/day, 34 days + 2 holidays @ 4 hrs/day	\$13.53/hr	10

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

Waggy, Pam	Grocery Shopping/Field Trip Monitor/Pre-School Orientation and Conferences	C	Hrly/time shts as needed for a maximum of 60 hours	\$13.53/hr	10
Weinman, Lori	Cafeteria Cashier	New 2	Hrly/time shts/reg sched/as needed	\$9.40	1

3. Contracts

a. Approve the following Consultant Contracts:

- 1) Clear Choice Photo Booth, photo booth for prom, on or about April 21, 2012, \$499 plus fees.

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

The motion was carried.

GRANTS AND AGREEMENTS

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

- a. Approval of the annual membership renewal fee of \$1,250 payable to the Wayne Economic Development Council.
- b. Approval for Adult Education to apply for supplemental grants for program enhancement and operation up to a maximum of \$10,000 each, as needed, for the 2012-2013 school year.
- c. Approval of the following Adult Education tuition rates for the 2012-2013 school year for adult programs and services:
 - 1) Office Training Programs \$5.75 per hour
 - 2) Licensed Practical Nursing Programs/NATCEP \$7.53 per hour
 - 3) Medical Assisting \$6.00 per hour
 - 4) Industrial Training Programs \$6.25 per hour
 - 5) Customized Training up to \$95 per hour
 - 6) Short Term Courses \$6.00-\$20.00

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GRANT AND AGREEMENTS – (Con't)

- d. Approval to accept a grant from United Way for the Families Learning Together & Adult Basic Literacy Education programs in the amount of \$68,000.
- e. Approval to use the Fellowship Hall at Central Christian Church on April 13, 2012 for Northeast ABLE meeting.
- f. Approval to use the Fellowship Hall at First Presbyterian Church on June 7, 2012.

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

The motion was carried.

DOCUMENTS AND MATERIALS

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

- a. Approval of the 2012-2013 Human Resources Flow Chart with names.
- b. Approval of the 2012-2013 Human Resources Flow Chart with positions.
- c. Approval of the revisions to the Career Training Handbook for Adult Students.
- d. Approval of the revisions to the Wayne Adult School of Practical Nursing Student Handbook.
- e. Approval of the High School Student Handbook.
- f. Approval of the revisions to the WCSCC High School Practical Nursing Student Handbook.
- g. Approval of the following revised Administrative Guidelines, Policies, and Forms:

Section	Number	Status	Title
Form	1460 F1	New	Emergency Medical Authorization Permit
Form	1460 F2	New	Authority to Release Medical Records/Information
Form	1623B F1	New	Internal Complaint-Employee/Other

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DOCUMENTS AND MATERIALS – (Con't)

Form	2260.01B F2	Delete	Internal Complaint Employee/Other
Form	3123B F1	New	Internal Complaint-Employee/Other
Form	4123B F1	New	Internal Complaint-Employee/Other
Guideline	1623A	New	Prohibition Against Discrimination Based on Disability in Employment
Guideline	1623B	New	Complaint Procedures for Nondiscrimination in Employment
Guideline	2260.01A - Section 504	Revised	ADA Prohibition against Discrimination Based on Disability
Guideline	2260.01B Section 504	Revised	Complaint and Due Process Procedures
Guideline	2260A	Delete	Federal Regulations for Section 504
Guideline	2260E	Delete	State Provided Guidelines for Student with ADD/ADHD
Guideline	3122A	Delete	Federal Regulations for Section 504
Guideline	3123A	New	Prohibition against Discrimination Based on Disability in Employment
Guideline	3123B	New	Complaint Procedures for Nondiscrimination in Employment
Guideline	4122A	Delete	Federal Regulations for Section 504
Guideline	4123A	New	Prohibition against Discrimination Based on Disability in Employment
Guideline	4123b	New	Complaint Procedures for Nondiscrimination in Employment
Guideline	5113.02	Revised	School Choice provided by the No Child Left Behind Act
Guideline	5200	Revised	Attendance
Guideline	5330	Revised	Use of Medications
Guideline	9160A	Replacement	Accessibility of District Facilities
Guideline	9160C	New/Revised	Complaint Procedures Related to Accessibility of District Facilities
Policy	1422.02	New/Revised	Nondiscrimination Based on Genetic Information of the Employee
Policy	1432	New	Sick Leave
Policy	1460	New/Revised	Physical Examination
Policy	1461	New/Revised	Unrequested Leaves of Absence/Fitness for Duty
Policy	1623	New	Prohibition Against Disability Discrimination in Employment
Policy	2260.01	Revised	Prohibition Against Discrimination Based on Disability
Policy	3122.02	New/Revised	Nondiscrimination Based on Genetic Information of the Employee
Policy	3123	New	Prohibition Against Disability Discrimination in Employment
Policy	3160	New/Revised	Physical Examination
Policy	3161	New/Revised	Unrequested Leaves of Absence/Fitness for Duty
Policy	3432	New	Sick Leave
Policy	4122.02	New/Revised	Nondiscrimination Based on Genetic Information of the Employee
Policy	4123	New	Prohibition Against Disability Discrimination in Employment
Policy	4160	New/Revised	Physical Examination
Policy	4161	New/Revised	Unrequested Leaves of Absence/Fitness for Duty
Policy	4432	New	Sick Leave
Policy	5113.02	Revised	School Choice provided by the No Child Left Behind Act
Policy	5330	Revised	Use of Medications

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DOCUMENTS AND MATERIALS – (Con’t)

Policy	6152.01	Revised	Waiver of School Fees for Instructional Materials
Policy	6530	New	Payment of Accrued, Unused Vacation Leave
Policy	8210	Revised	School Calendar
Policy	8510	Revised	Wellness
Policy	9160	Revised	Public Attendance at School Events
Section	504/ADA	New	Prohibition against Discrimination Based on Disability in Employment
Section	504/ADA	New	Complaint Procedures for Nondiscrimination in Employment

h. Approval of the following job descriptions:

- 1) Student Activities Liaison
- 2) Placement Coordinator
- 3) School and Community Relations Coordinator
- 4) Medical Assisting Program Director
- 5) Medical Assisting Program Coordinator
- 6) Adult Education Customized Skills Coordinator

i. Approval of the following overnight field trip requests:

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
4/25-4/29/12	Janice Anderson Theresa Chmura	Business Professionals of America (BPA) BPA National Leadership Conference & Competition Hyatt Regency Downtown Chicago - Chicago, IL
4/27-4/28/12	Pam Vorkapich Scott Brown	SkillsUSA SkillsUSA State Leadership Conference & Championships Ohio Expo Center – Columbus, OH
4/21-4/22/12	Barb Nichols Julia Menchaca	Key Club Key Club District Conference Hyatt Regency Columbus – Columbus, OH
4/27-4/29/12	Barb Nichols Julia Menchaca	Key Club Key Leader Recreation Unlimited – Ashley, OH

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DOCUMENTS AND MATERIALS – (Con't)

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

The motion was carried.

The Superintendent explained a proposed change in administrator's salaries and benefits.

ADJOURNMENT

A motion by Dr. Roadruck was seconded by Mrs. Williams to adjourn the April Regular Board Meeting.

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

The motion was carried.

President

Treasurer