



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

518 West Prospect Street
Smithville, Ohio 44677

High School: 330-669-7000
High School Fax: 330-669-7001
Adult Education: 330-669-7070
Adult Ed Fax: 330-669-7071
Website: www.wcsc.org

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

Wednesday, March 19, 2014
7:30 PM
Agenda (Exhibit A)

I. Opening

- A. Call to Order - Pledge of Allegiance – Moment of Silence
- B. Roll Call
- C. Motion to approve the March 19, 2014 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Student and Staff Recognition
 - 1. Cheryl Koehler, Career Assessment Specialist, WCSCC Staff Excellence Award
 - 2. Cheryl Redfern, Career Assessment Specialist, WCSCC Staff Excellence Award
 - 3. Denise Stryker, Medical Assisting, WCSCC Adult Education Exceptional Student of the Month
 - 4. Hong Ying Li Hazel, Medical Assisting, WCSCC Adult Education Most Dedicated Student of the Month
 - 5. Ruby Shickluna, Early Childhood Education & Care, WCSCC Student of the Month from Triway
 - 6. Christa Conway, Patient Care Technologies, WCSCC Student of the Month from Triway
 - 7. Faith Wade, Practical Nursing, WCSCC Student Success Story from Triway
 - 8. Kristina Church, Early Childhood Education & Care, WCSCC Extra Help Student of the Month from Triway
 - 9. Kelsey Swazey, Animal Care & Management, WCSCC Student of the Month from Wooster
 - 10. Michelle Perrino, Cosmetology, WCSCC Student of the Month from Wooster
 - 11. Alyson Zuercher, Practical Nursing, WCSCC Student Success Story from Wooster
 - 12. Devon Bierman, Medical Assisting, WCSCC Extra Help Student of the Month from Wooster
- F. Motion to approve the minutes from the February 19, 2014 Regular Meeting (**Exhibit B**) (**Voice**)

G. 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: Larry Acker
Staff Liaison: Cheryl Boyer

H. Executive Session (if needed) (**Roll Call**)

II. Superintendent’s Report

1. Director’s Report (**Exhibit D**)
2. Principal’s Report (**Exhibit E**)
3. Important Upcoming Dates and Times

Event	Date	Location	Time
Spring Break	3/31-4/4/14		
BPA Walk-a-Thon	4/11/14	WCSCC–Activity Period	8:15-9 a.m.
WCSCC Prom	4/12/14	Grand March – WCSCC	tbd
National Honor Society	4/14/14	WCSCC Commons	6:30 p.m.
Animal Care FFA State Contest	4/15/14	Columbus	
Career Tech Tuesday	4/15/13	WCSCC	School Day
BPA End of Year Awards	4/15/14	WCSCC Commons	tbd
SkillsUSA State Contest	4/15-4/16-14	Columbus	
Good Friday–Holiday	4/18/14		
Dinner With Your Teacher	4/22/14	WCSCC	6-7:30 p.m.

4. Calamity Days
Information will be forwarded to the Ohio Department of Education seeking approval of 2/18/14 as a calamity day due to inclement weather.
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. Approval of the list of purchase orders and budgetary check register for the month (**Exhibit F**)
 - b. Approval of the Financial Reports for February 2014 (**Exhibit G**)
 - c. Approval of the Amended Appropriations (**Exhibit H**)
 - d. Approval of a three year contract with Julian & Grube, Inc. for the FY14-FY16 GAAP Financial Statements for a total of \$4,500 per year (**Exhibit I**)

e. Approval of the acceptance of the following donations:

- 1) Donation of \$799.31 from the Wayne County Community Foundation (part of the Edward, Arlene and Kaye Maibach Fund) for annual contributions for traditional student programs
- 2) Donation of \$3,289.13 from the Wayne County Community Foundation (part of the Wayne County Schools Career Center fund) for an annual contribution for equipment
- 3) Donation of thirty-five children’s English/Spanish books with the approximate value of \$150 from the Wayne County Public Library
- 4) Donation of \$500 to Culinary Arts Customer Service for the purchase of equipment from North East Ohio Pork Producers
- 5) Donation of 1,155 lbs. of steel valued at \$866.25 from Colony for use in the Precision Machining program
- 6) Donation of a 1996 Pontiac Grand Am, with an approximate value of \$2,269, from Stark State College of Technology to be used in the Auto Technologies program

2. Motion to approve the Treasurer’s Consent Agenda (Roll Call)

IV. Superintendent’s Consent Agenda (Roll Call After Discussion):

NOTES:

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

The Superintendent recommends the following actions:

1. Certified Employment

a. Employment of the following substitute teachers for the 2013-2014 school year:

Last	First	Long-term substitute Teaching Area(s)	Effective Contract Date
Long	Karen		March 20, 2014
Simonsen	Barbara		March 20, 2014
Troyer	Samuel	CT - Int. Business	March 20, 2014

b. Approval of following personnel as Extra Help Tutor for the 2013-2014 school year as needed, per time sheets:

<u>Name</u>	<u>Step</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Dannielle Black	0 Masters	\$20.36	March 10, 2014

c. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:

- 1) Kevin Fields, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective February 18, 2014 – Supplemental
- 2) Matthew Hostettler, Trade & Industry Apprenticeship Instructor, Step 5, \$20.00 hourly, effective March 10, 2014
- 3) Molly Thomas, Adult Education Instructor, Step 12, \$16.50 hourly, effective March 19, 2014
- 4) David Van Kleeck, Trade & Industry Apprenticeship Instructor, Step 8, \$23.00 hourly, effective March 19, 2014
- 5) Mary Yoss, Public Safety Services Instructor, Step 3, \$18.00 hourly, effective March 19, 2014

3. Classified Employment

a. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:

- 1) Cynthia Farron, Child Care Aide, FLT Rotary, Step 2, \$8.20 hourly, effective March 19, 2014

b. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year:

Last	First	Sub Area	Effective Contract Date
Canfield	Marjorie	Classified	March 20, 2014
Taylor	Patricia	Classified	March 20, 2014
Bilinovich	Terez	Classified	March 20, 2014

4. Consultant Contracts: none

5. Volunteers: none

6. Approval to remove the following from inventory: none

7. 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 to renew an agreement with the Wayne County Chapter of the American Red Cross to use the Wayne County Schools Career Center as a potential shelter site in the event of a disaster in Wayne County
- b. Approval to apply for a grant in the amount of \$300 from the Junior Service Club to help support Families Learning Together in purchasing new books for the children's classrooms to compliment the Zoophonics curriculum
- c. Approval of a Fieldwork Experience agreement between the Wayne County Schools Career Center and American EMS dba, Stark Summit Ambulance Inc. for the purpose of providing fieldwork experience for students enrolled in the Emergency Medical Technician program

d. Motion to approve Grants and Agreements (Roll Call)

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

- a. Resolution accepting the Amounts and Rates as determined by the Budget Commission and authorizing the Necessary Tax Levies and certifying them to the County Auditor (**Exhibit J**)

b. Motion to approve Resolution (Roll Call)

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

- a. Approval of the course of study for Adult Education Medical Assisting (copy available)
- b. Approval of the revised/new Administrative Guidelines, Policies and Forms:

Section	Number	Status	Title
Policy	8510	Revise (2 nd read)	Wellness

- c. Approval of the following textbooks (copies available):

- 1) Microsoft Outlook 2013 Introductory by Hoisington and Freund, 2014, Cengage Learning, Boston, Mass.
- 2) Microsoft Excel 2013 Complete by Freund, Jones and Starks, 2014, Cengage Learning, Boston, Mass.
- 3) Microsoft Word 2013 Complete by Vermaat, 2014, Cengage Learning, Boston, Mass.
- 4) Microsoft Access 2013 Complete by Pratt and Last, 2014, Cengage Learning, Boston, Mass.

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

- 1) Key Club

District Leadership Conference
Crowne Plaza Columbus North- Columbus, OH
March 28-30, 2014

- 2) HOSA- Future Health Professionals
State Leadership Conference and Competition
Tolles Career and Technical Center, Columbus, OH
April 10-11, 2014
- 3) FFA-Future Farmers of America- Animal Care and Management
State Animal Care and Management Career Development and Competition Event
Ohio Expo Center- Columbus, OH
April 15-16, 2014
- 4) SkillsUSA
SkillsOhio State Championships
Greater Columbus Convention Center- Columbus, OH
April 15-16, 2014
- 5) FCCLA- Family, Career and Community Leaders of America
FCCLA State Competition
Ohio Expo Center- Columbus, OH
April 23-25, 2014
- 6) BPA- Business Professionals of America
National Leadership Conference and Competition
Marriott Conference Center- Indianapolis, IN
April 29-May 3, 2014

e. Motion to approve Documents and Materials (Voice)

VI. New Business (Roll Call After Discussion)

1. Discussion and any action needed on school calendar and calamity days
2. **Motion to approve New Business (Roll Call)**

VII. Items of Discussion

1. First reading of the following job description (copies available):
 - a. Cook
2. First reading of the following textbooks (copies available):
 - a. Veterinary Assisting Fundamentals and Applications by Vanhorn and Clark, 2011, Delmar, Cengage Learning

- b. The Professional Protection Officer, 2010, Elsevier Inc.
3. First reading of the revisions/additions to the 2014-2015 Student Parent Handbook (copy available)
4. Board discussion.

VIII. Executive Session (for the purpose of consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee) **(Roll Call)**

IX. Motion to Adjourn (Voice)

**NOTE: The next Regular Board Meeting will be held on Wednesday, April 16, 2014.
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**