



**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, May 21, 2014**  
**7:30 PM**  
**Agenda (Exhibit A)**

**NOTE: The board meeting will begin in the Commons for student and staff recognition.**

**I. Opening**

1. Call to Order - Pledge of Allegiance – Moment of Silence
2. Roll Call
3. Motion to approve the May 21, 2014 Agenda – corrections – additions – deletions (**Roll Call**)
4. Public Participation/Introduction of Guests
5. Student and Staff Recognition
  - a. Scott Brown, Math Instructor, WCSCC Staff Excellence Award
  - b. Bruce Steiner, Precision Machining Instructor , WCSCC Staff Excellence Award
  - c. Students placing in the Top 10 at State and Nationals, Ambassadors, and those receiving Special Awards will be recognized. A list of students will be distributed.

**NOTE: There will be a brief recess in order to move to the Board Room/G101 in the Administration Building for the remainder of the board meeting.**

6. Motion to approve the minutes from the April 16, 2014 Regular Meeting (**Exhibit B**) (**Voice**)

7. 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.

a. Communications, Community Relations & Retention Committee

Chair: Janice Grim  
Asst. Chair: Sue Williams  
Staff Liaison: Kip Crain

b. Curriculum Committee

Chair: Susie Lawson  
Asst. Chair: Bob Reynolds  
Staff Liaison: Jeff Schleich

c. Facilities Committee

Chair: Frank Besancon  
Asst. Chair: Curt Denning  
Staff Liaison: Lynn Moomaw

d. Finance and Legislative Committee

Chair: Susie Lawson  
Asst. Chair: Doug Stuart  
Staff Liaison: Mary Workman

e. Personnel Committee

Chair: Greg Roadruck  
Asst. Chair: Kurt Steiner  
Staff Liaison: Matt Brown

f. Student Services Committee

Chair: Douglas Zook  
Asst. Chair: Philip Keener  
Staff Liaison: Matt Brown

g. Technology and Assessment Committee

Chair: Don Noble  
Asst. Chair: Larry Acker  
Staff Liaison: Cheryl Boyer

8. Executive Session (for the purpose of consideration of the employment of a public employee)  
**(Roll Call)**

**II. Superintendent's Report (Voice):**

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

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
HS Practical Nursing Ceremony	5/22/14	Commons	7:00 p.m.
Last Day for Seniors	5/23/14		
Memorial Day – No School	5/26/14		
Staff Recognition Ceremony & Picnic	5/27/14	Commons	3:00 p.m.
Last Day for Juniors	5/29/14		
SkillsUSA National Contest	6/23-6/27/14	Kansas City, MO	
HOSA National Skill Contest	6/25-6/28/14	Orlando, FL	

***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 April 2014 (**Exhibit F**)
- b. Approval of the Financial Reports for April 2014 (**Exhibit G**)
- c. Approval of the Five Year Forecast (**Exhibit H**)
- d. Approval of the acceptance of the following donations:
  - 1) Bronze level donation of \$500 annually from Wooster Hydrostatics to the Drug Free Clubs of America fund
  - 2) Platinum level donation of \$3,000 annually from LuK to the Drug Free Clubs of America fund
  - 3) Donation of four \$25 gas gift cards from United Titanium for use in the Drug Free Clubs of America program
  - 4) Donation of \$250 from Beaver Wholesale Meats for the Culinary Arts program to use in the Ohio Invitational Tournament

- 5) Donation of \$250 from the J.M. Smucker Company for the Culinary Arts program to use in the Ohio Invitational Tournament
- 6) Donation of a 1999 Ford Taurus Wagon from Jeremy and Rebecca Grimm for use in the Auto Technologies program, with an approximate value of \$1,795
- 7) Donation of a 1993 Buick Regal from Linda Miller for use in the Auto Technologies program, with an approximate value of \$1,627
- 8) Donation of a 2002 Ford Taurus from Lois Morrison for use in the Auto Technologies program, with an approximate value of \$2,759
- 9) Donation of \$2,000 from the Mary Eberhart Fund at the Wayne County Community Foundation to be used for Families Learning Together staff professional development during the 2014-2015 academic year
- 10) Donation of \$154.78 from Sharon Reichert to be used for Adult Basic & Literacy Education program

***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. Resignation of John Miller, Exercise Science and Sports Medicine Instructor, for the purpose of retirement effective at the end of the day on October 31, 2014.
- b. Approval of the employment of Vallie Tew for instructor assistance with Computer Networking, part-time/hourly/as needed/per time sheets, not to exceed 240 hours, for the 2014-2015 school year at a rate of \$31.00 per hour.
- c. Approval of the employment of Kathie Kister, for assistance with placement, enrollment and retention, for both high school and adult education, part-time/hourly/as needed/per time sheets, not to exceed 30 hours, through June 30, 2014 at a rate of \$29.23 per hour
- d. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective July 1, 2014 for the 2014-2105 year:

NAME	AREA	CLASS	STEP	HOURLY RATE
Clement, Donald	ABLE, Adult Literacy, ESL Civics	Masters	4	\$17.50
Clevenger, Therese	ABLE, Adult Literacy, ESL Civics	Bachelors	1	\$14.00

Hummel, Shirley	ABLE, Adult Literacy	Bachelors	9	\$18.00
Reichert, Sharon	ABLE, Adult Literacy, ESL Civics	Bachelors	1	\$14.00

- e. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective July 1, 2014 for the 2014-2015 year:

NAME	AREA	CLASS	STEP	HOURLY RATE
Barnes, Connie	FLT Rotary	Bachelors	8	\$17.50
Bricker, Marianne	ABLE, Adult Literacy	Bachelors	15	\$21.00
Edington, Denise	ABLE, Adult Literacy	Bachelors	8	\$17.50
Gear, Michael	ABLE, Adult Literacy	Bachelors	4	\$15.50
Gigax, Larry	Adult Literacy	Bachelors	10	\$18.50
Hartzler, Emily	ABLE, Adult Literacy, ESL Civics, Literacy Ed Rotary	Bachelors	5	\$16.00
Jindra, Cheryl	ABLE, Adult Literacy, ESL Civics	Masters	3	\$17.00
Roberts, Linda	ABLE, Adult Literacy	Bachelors	8	\$17.50
Robison, John	ABLE, Adult Literacy	Masters	6	\$18.50
Starr, Martha	ABLE, Adult Literacy	Masters	2	\$16.50
Zehnder, Jennifer	FLT Rotary	Bachelors	7	\$17.00

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

Last	First	Long-term substitute Teaching Area(s)	Effective Contract Date
Conard	Sarah		May 22, 2014
Del Guidice	Fred		May 22, 2014

- g. Resignation of the employment of the following substitute teachers for the 2013-2014 school year:

Last	First	Long-term substitute Teaching Area(s)	Effective Contract Date
Kraker	Mark		May 21, 2014
Ogden	Robert		May 21, 2014
Robinson	Lori		May 21, 2014

- h. Approve the removal of the Tri-County Educational Service Center contract for Helen Bartashus, Special Education Consultant, from the Tri-County Educational Service Center.

- i. Approval of the following as summer school teachers at a rate of \$125 per day not to exceed 15 days:

- 1) Jennifer Bernal
- 2) Dannielle Black

- 3) Ryan Fernandes
- 4) Julia Menchaca
- 5) Amanda Mowrey
- 6) Jill Parker
- 7) Sandy Stebbins

**2. Classified Employment**

- a. Resignation of Tom Smith, Custodian, effective at the end of the day on May 23, 2014 in order to accept the position of Maintenance/Custodian.
- b. Resignation of Lindsey Hill, Child Care Aide, effective June 30, 2014.
- c. Resignation of Brent Edington, Evening IT Specialist, effective \_\_\_\_\_.
- d. Employment of Tom Smith, Maintenance/Custodian, 26 days for the remainder of the 2013-2014 school year, Class IV, Step 11 on the 7/11 salary schedule, effective May 26, 2014.
- e. Employment of Tom Smith, Maintenance/Custodian, full time 12 month employee, for the 2014-2015 school year, Class IV, Step 12 on the 7/11 salary schedule, effective July 1, 2014.
- f. Employment of \_\_\_\_\_, Custodian, \_\_\_\_ days, for the remainder of the 2013-2014 school year, Class \_\_, Step \_\_ on the 7/11 salary schedule, effective \_\_\_\_\_.
- g. Employment of \_\_\_\_\_, Custodian, full time 12 month employee, for the 2014-2015 school year, Class \_\_, Step \_\_ on the 7/11 salary schedule, effective July 1, 2014.
- h. Employment of Rocky Smith, Seasonal Maintenance Worker, at a maximum of 29.5 hours per week, during June, July, and August 2014 per time sheets at \$9.00/hour per the Casual Labor Wage Scale.
- i. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective July 1, 2014 for the 2014-2015 year:

NAME	AREA	STEP	HOURLY RATE
Farron, Cynthia	Aide, FLT Rotary	2	\$8.20
McCully, Jenifer	Aide, FLT Rotary	3	\$8.40

- j. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets, effective July 1, 2014 for the 2014-2015 year:

<b>NAME</b>	<b>AREA</b>	<b>STEP</b>	<b>HOURLY RATE</b>
Benfield, Melnee	Aide, FLT Rotary	14	\$10.60
Bower, Shannon	Aide, FLT Rotary	5	\$8.80
Clevenger, Therese	Office, ABLE, Adult Literacy, FLT Rotary, ESL Civics	15	\$15.00
Johnson, Teresa	Aide, FLT Rotary	5	\$8.80
Reichert, Sharon	Office, ABLE, Adult Literacy, FLT Rotary	15	\$15.00
Rinehart, Deborah Kay	Aide, FLT Rotary	6	\$9.00
Zerrer, Lee	Office, FLT Rotary	7	\$11.80
Zimmerer, Kayla	Aide, FLT Rotary	6	\$9.00

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

<b>Last</b>	<b>First</b>	<b>Sub Area</b>	<b>Contract Date</b>
McPherson	Lawrence	Classified	May 22, 2014
Nerren	Rachel	Classified	May 22, 2014
Wolfe	Andrew	Classified	May 22, 2014

- l. Approval of the following hourly rates for Adult & Community Education Grant Funded Programs with contracts between July 1, 2014 and June 30, 2015. These programs include Adult Basic & Literacy Education, English for Speakers of Other Languages & Families Learning Together:

<b>Step</b>	<b>Classified Aide</b>	<b>Classified Office</b>	<b>Instructor BA/BS</b>	<b>Instructor MA</b>
1	\$8.00	\$9.40	\$14.00	\$16.00
2	\$8.20	\$9.80	\$14.50	\$16.50
3	\$8.40	\$10.20	\$15.00	\$17.00
4	\$8.60	\$10.60	\$15.50	\$17.50
5	\$8.80	\$11.00	\$16.00	\$18.00
6	\$9.00	\$11.40	\$16.50	\$18.50
7	\$9.20	\$11.80	\$17.00	\$19.00
8	\$9.40	\$12.20	\$17.50	\$19.50
9	\$9.60	\$12.60	\$18.00	\$20.00
10	\$9.80	\$13.00	\$18.50	\$20.50
11	\$10.00	\$13.40	\$19.00	\$21.00
12	\$10.20	\$13.80	\$19.50	\$21.50
13	\$10.40	\$14.20	\$20.00	\$22.00
14	\$10.60	\$14.60	\$20.50	\$22.50
15	\$10.80	\$15.00	\$21.00	\$23.00

A step raise will be awarded any year an hourly employee works 80 or more hours or when an hourly employee works between 1-79 hours for three consecutive years in which there was not a step raise awarded until the cap is reached.

**3. Consultant Contracts:**

- a. OSU Extension Service, Organizing Your Home Child Care Business, on or about May 19, 2014, \$70

**4. Volunteers:**

- a. Amy Redmond, English for Speakers of Other Languages (ESOL) – works at Triway Local Schools

**5. Approval to remove the following from inventory: none**

*Motion to approve the Superintendent's Consent Agenda (Roll Call)*

**6. Certified Employment:**

- a. Resignation of Lynn Moomaw, Director of Operations, for the purpose of retirement, effective at the end of the day on July 31, 2014.

*Motion to approve Certified Employment (Roll Call)*

**V. Regular Agenda:**

**1. Grants and Agreements (Roll Call After Discussion):**

- a. Approval of the following purchased service through Green Local Schools for the purpose of employment for the 2014-2015 school year:
  - 1) Kristy Dobes, Special Education Supervisor, 82.4 days at 7 hours daily (40%).
- b. Approval for students to have the opportunity to take the Youth Asset and Substance Abuse Survey annually, provided on-site and at no cost, by the Turning Point Coalition and STEPS at Liberty Center.
- c. Approval of the annual membership renewal fee of \$1,250 payable to the Wayne Economic Development Council.



- d. Approval of a Business Agreement with Majora Lane Center for Rehabilitation and Nursing Care, Inc. to provide clinical experience for our Practical Nursing students (copies available)
- e. Approval of a Clinical Education Agreement with The Cleveland Clinic Foundation to provide clinical experience for our Medical Assisting students (copies available)
- f. Approval of a 2014-2015 Drug Use Prevention Grant Acknowledgement and Authorization between the Smithville Police Department and Green Local School District and the Wayne County Schools Career Center (copies available)
- g. 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 2014-2015 school year
- h. Approval to apply for an Adult Basic & Literacy Education (ABLE) grant in the approximate amount of \$240,000 for fiscal year 2014-2015
- i. Approval to apply for an English for Speakers of Other Languages (ESOL Civics) grant in the approximate amount of \$27,000 for fiscal year 2014-2015.
- j. Approval to accept a grant in the amount of \$300 from the Junior Service Club for the Families Learning Together program.

***Motion to approve Grants and Agreements (Roll Call)***

**2. Resolutions (Roll Call After Discussion): none**

**3. Documents and Materials (Voice):**

- a. Approval of the revised/new administrative guidelines and/or board policies (copy available):

Section	Number	Status	Title
Bylaw	0166	Revised	Meetings – Executive Session
Policy	1422	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	1619.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	1623	Revised	Section 504/ADA Prohibition against Disability Discrimination in Employment
Policy	2260	Revised	Nondiscrimination & Access to Equal Educational Opportunity
Policy	2260.01	Revised	Section 504/ADA Prohibition Against Discrimination based on Disability
Policy	3122	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	2423	Revised	Career & Technical Related Experiences

Policy	3123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
Policy	3419.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	3419.02	Delete	Privacy Protections of Fully-Insured Group Health Plans
Policy	4122	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	4123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
Policy	4124	Revised	Employment Contract
Policy	4419.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	4419.02	Delete	Privacy Protections of Fully-Insured Group Health Plans
Policy	8210	Revised	School Calendar

b. Approval of the following textbooks (copies available):

- 1) Computer Literacy Basics, 4<sup>th</sup> edition by Morrison and Wells, 2013, Cengage Learning, ISBN#978-1-133-62973-3
- 2) Introduction to Media Production, 4<sup>th</sup> edition by Musburger and Kindem, 2009, Elsevier Focal Press, ISBN #978-0-240-81082-9
- 3) Chemistry, Matter and Change, 2013 by Buthelezi, Digrande, Hainen, Wistrom and Zike, McGrawHill Education, ISBN #978-0-07-896405-3
- 4) Machining Fundamentals, 9<sup>th</sup> edition, 2014 by Walker and Dixon, Goodheart-Willcox, ISBN#978-1-61960-209-0 (new edition)

***Motion to approve Documents and Materials (Voice)***

**VI. New Business (Roll Call After Discussion):**

1. Approval of an increase in lunch prices by \$0.25 effective the beginning of the 2014-2015 school year:

	Current	New
Student	\$2.50	\$2.75
Adult	\$3.00	\$3.25

School breakfast prices will remain the same.

Student	\$1.25
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Adult \$1.50

2. Approval for sponsorship and support of Lynette Boggs for the 2014-2015 Leadership Wooster class sponsored by the Wooster Area Chamber of Commerce for a cost of \$1,000.
3. Approval to pay for coursework for Ashley Repp for licensure for Transition to Work Endorsement, up to \$8,500.
4. Approval for all Wayne County Schools Career Center employees through the Tri-County Educational Service Center professional development and mileage to be paid directly by the Wayne County Schools Career Center.

***Motion to approve New Business (Roll Call)***

**VII. Items of Discussion**

1. First reading of the revised ABLE, ESOL, FLT student handbook (copies available).
2. Board discussion.

**VIII. Executive Sessions**

1. Executive Session pursuant to Section 121.22 (G) (1) of the Revised Code to consider the employment of personnel and for purposes of a hearing under Section 3319.11 of the Revised Code (**Roll Call**)
2. Executive Session pursuant to Section 121.22 (G) (1) of the Revised Code to consider the employment of personnel and for purposes of a hearing under Section 3319.11 of the Revised Code (**Roll Call**)

**IX. Motion to Adjourn (Voice)**

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