



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, July 19, 2017
7:30 P.M.
Agenda (Exhibit A)**

I. OPENING

- A. Call to Order – Pledge of Allegiance – Moment of Silence
- B. Roll Call
- C. Motion to approve the July 19, 2017 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Motion to approve the minutes from the June 21, 2017 Regular Meeting (**Exhibit B**) (**Voice**)
- F. Board Committee Reports (**Exhibit C**)
 - 1. Communications, Community Relations & Retention Committee
 - Chair: Sue Williams
 - Asst. Chair: Ann Tschantz
 - Staff Liaison: Kip Crain
 - 2. Curriculum Committee
 - Chair: Susie Lawson
 - Asst. Chair: Janice Gallagher
 - 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
Asst. Chair: Doug Stuart
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

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

II. SUPERINTENDENT'S REPORT (VOICE)

- A. Director's Report **(Exhibit D)**
- B. Principal's Report **(Exhibit E)**
- C. RAMTEC Update
- D. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
WCSCC Board of Education Meeting	7/19/17	W	G101/Board Room	7:00 p.m. reception/ 7:30 p.m. Regular Meeting
New Staff Orientation	8/15/17	T	WCSCC	
Student/Parent Orientation	8/16/17	W	WCSCC	
Staff Convocation Day	8/17/17	Th	WCSCC	
Staff In-Service Day	8/18/17	F	WCSCC	
First Day for First Year Students	8/21/17	M	WCSCC	
School Day for ALL Students	8/22/17	T	WCSCC	

Motion to approve Superintendent's Report (Voice)

III. TREASURER'S CONSENT AGENDA (ROLL CALL)

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:

A. Finance

1. Approval of the list of purchase orders and budgetary check register for June 2017 **(Exhibit F)**
2. Approval of the Financial Reports for June 2017 **(Exhibit G)**
3. Approval of the following Change Funds for the 2017-2018 school year:

Change Funds

\$ 450.00	Cafeteria
350.00	Culinary Arts
100.00	Treasurer's Office
100.00	Adult Education Office
100.00	Landscape & Plant Technologies C.S.
75.00	Central Supply
75.00	Kathy Sears – Fees
75.00	Dale Tackett – Fees
50.00	Animal Care C.S.
150.00	Cosmetology C.S.
75.00	AE Cosmetology C.S.
20.00	Front Office – Parking Permits
100.00	Ag Mechanics C.S.
150.00	Auto Tech C.S.
50.00	Welding C.S.
50.00	Truck Mechanics C.S.
50.00	Carpentry C.S.
50.00	Precision Machining C.S.
50.00	Graphic Design C.S.
<u>\$2,120.00</u>	<i>Total Change Funds</i>

4. Approval of the following Fund Transfer for 2017-2018:

From:
001 General Fund \$1,000

To:
018-9600 Board/ADM Scholarship Fund: \$1,000

Purpose is to award 2 - \$500 Ambassador Program Achievement Awards

5. Approval to accept the following donations:

- a. Cosmetology supplies from Theresa Click for use in the Cosmetology program, valued at approximately \$50
- b. Donations from the following businesses and organizations for the Drug Free Clubs of America program:

BUSINESS	LEVEL	AMOUNT
Morrison Custom Welding	Honorary Donor	\$250
Smithville Subway	Honorary Donor	\$150
Wayne Co. Community Foundation	Platinum	\$3,000

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

IV. SUPERINTENDENT'S CONSENT AGENDA (ROLL CALL)

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:

A. Certified Employment

1. Approval of the payment of substitutes and aides to attend orientation training during the 2017-2018 school year. Certified staff will be paid at half the daily rate.
2. Resignation of Matt Ackerman, Adult Education Instructor, effective at the end of the day on June 20, 2017
3. Approval of the employment of Janice Anderson, 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 200 hours, effective July 1, 2017 for the 2017-2018 school year at a rate of \$28.75 per hour
4. Approval of the following staff to represent the Wayne County Schools Career Center as members on community/professional organizations effective August 1, 2017: Administrators, Managers, Coordinators, Key Club Advisors, and School Board Members
5. Employment of the following personnel as Extra Help Tutors for the 2017-2018 school year as needed/per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Black	Dannielle	3 Masters	\$25.13
Ehlert-Mowery	Donna	8 Masters	\$31.06

Gillespie	Gregg	7 Masters	\$29.87
Nichols	Julia	4 Bachelors	\$23.53
Seal	Chris	0 Bachelors	\$19.96
Stebbins	Sandy	8 Masters	\$31.06

6. Employment of the following for 2017-2018 supplemental positions per the negotiated agreement:

CTSO		
FCCLA Advisor	2.0%	Deb McDonald
FFA Advisor - Ag Mechanics	1.0%	Craig Wellert
FFA Advisor - Animal Care	1.0%	Amber Long
FFA Advisor - Landscape and Plant	1.0%	Gregg Gillespie
SkillsUSA Advisor	5.5%	Warren Caskey
SkillsUSA Assistant	1.5%	TBD
BPA	1.5%	Jennifer Rue
HOSA Advisor	3.0%	Andrew Nicholson
Department Chairs		
Business, Technology & Engineering	6.0%	Richard Grimes
Health & Education	6.0%	Liala Zimmerman
Construction, Mfg., & Mechanics	6.0%	Rod Martell
Student Services	6.0%	Linda Plybon
Public Services	6.0%	Mike Morabito
Mathematics	6.0%	Amy Tietz
Science/Social Studies Co-Chair	3.0%	Dan Davis
Science/Social Studies Co-Chair	3.0%	Theresa Morgan
English	6.0%	Brad Tietz
Student Clubs		
Key Club Advisor	2.5%	Beverly Squirrell
National Honor Society	2.5%	Jennifer Majka
Student Leadership Council	5.0%	Kimberly Huffman
Prom Advisor	2.5%	Danielle Black
Diversity	1.0%	Chris Seal
Student Ambassadors	5.0%	Danielle Starlin
Others		
HSTW Leader	6.0%	Theresa Morgan
HSTW Assistant	2.0%	Lori Bartel
Resident Educator Coordinator	7.0%	Deb McDonald
LPDC Chair	1.5%	Amy Tietz
Wellness Chair	1.5%	Jennifer Majka
Parking Lot Monitor	\$12/hour	Scott Brown
Parking Lot Monitor	\$12/hour	Gregg Gillespie
Parking Lot Monitor	\$12/hour	Stacey Hornfeck
Parking Lot Monitor	\$12/hour	Jeff Mehling

Dean of Students	8.0%	Bruce Woodruff
Banquets	\$100/event	Andy Arko
Breakfast Banquets	\$50/event	Andy Arko
Weekday School Monitor	\$12/hour	Brad Tietz
Weekday School Monitor	\$12/hour	Sandy Stebbins
Yearbook Co-Advisor	1.25%	Mike Morabito
Yearbook Co-Advisor	1.25%	Jennifer Rue
Webpage Co-Manager	1.25%	Heather Lessiter
Webpage Co-Manager	1.25%	Danielle Starlin
STAR	1.0%	Heather Lessiter
EPEC Chair	1.5%	Deb McDonald

7. Revision of the following Adult & Community Education contracts for 2017-2018, which were originally approved on 4/19/17:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Sites	Paul	Adult Education Certified	II	11 (was step 10)	\$23.61 (was \$22.92)	7/1/17
Teichmer	April	Adult Education Certified	IV (was II)	12	\$31.27 (was \$24.32)	7/1/17

8. Employment of the following Certified Personnel for Adult & Community Education, full-time/regularly scheduled, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	DAYS	EFFECTIVE
Guzman	Nicole	Medical Assisting Director / AE Medical Assisting Instructor	AE1	4	165	7/20/17

9. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	HOURL Y RATE	EFFECTIVE
Ladrach	Sally	Adult Education Certified	II	0	\$17.27	7/1/17

10. Employment of the following individual(s) to substitute in area(s) indicated for the 2017-2018 year:

LAST	FIRST	TEACHING AREA(S)	CLASS	STEP	DEGREE	HOURLY RATE	EFFECTIVE
Demiter	Cynthia	Nursing	IV	10	\$29.47	BSN	07/01/17
Gagnon	Beth	Nursing	V	15	\$37.97	MSN	07/01/17
Howard	Angela	Nursing	IV	10	\$29.47	BSN	07/01/17
Johns	Aimee	Nursing	III	3	\$21.30	AND	07/01/17
Jones	Olivia	Nursing	IV	11	\$30.36	BSN	07/01/17
Luke	Carolyn	Nursing	IV	11	\$30.36	BSN	07/01/17
Nussbaum	Connie	Nursing	IV	11	\$30.36	BSN	07/01/17

O'Brien	Katherine	Nursing	IV	8	\$27.78	BSN	07/01/17
Stephens	Samantha	Nursing	IV	6	\$26.19	BSN	07/01/17

11. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	CLASS	STEP	RATE	EFFECTIVE
Pawlicki	Mary	School Nurse (RN)	IV	4	\$24.68	07/01/17

12. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	CLASS	STEP	RATE	EFFECTIVE
Pawlicki	Mary	School Nurse (RN)	IV	4	\$24.68	07/01/17

13. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE
Allen	C Ermal	HS Academic/Career Tech Teacher	07/01/17
Cheatham	Wilma	HS Academic/Career Tech Teacher	07/01/17
Dressler	Ron	HS Career Tech Teacher – Carpentry Only	07/01/17
Fisher	Barbara	HS Academic/Career Tech Teacher – Long Term Sub in Culinary Arts Only	07/01/17
Graff	Lora	HS Academic/Career Tech Teacher	07/01/17
Hamman	Jesse	HS Academic/Career Tech Teacher	07/01/17
Hughes	Melissa	HS Academic/Career Tech Teacher	07/01/17
Keener	John	HS Academic/Career Tech Teacher	07/01/17
Long	Karen	HS Academic/Career Tech Teacher	07/01/17
Miller	Brent	HS Academic/Career Tech Teacher	07/01/17
Miller	Catherine	HS Academic/Career Tech Teacher – Long Term Sub in English Only	07/01/17
Miller	Elizabeth	HS Academic/Career Tech Teacher	07/01/17
Miller	John	HS Academic/Career Tech Teacher	07/01/17
Neldon	Nancy	HS Academic/Career Tech Teacher – Long Term Sub in Language Arts only	07/01/17
Perry	Michelle	HS Academic/Career Tech Teacher – Long Term Sub in English Only	07/01/17
Razzano	Lois	HS Academic/Career Tech Teacher	07/01/17
Reed	Elaine	HS Academic/Career Tech Teacher	07/01/17
Shaffer	Margaret	HS Academic/Career Tech Teacher – Long Term Sub in Math Only	07/01/17
Smith	Relda	HS Academic/Career Tech Teacher	07/01/17
Stutzman	Connie	HS Academic/Career Tech Teacher	07/01/17
Swartz	Stephen	HS Academic/Career Tech Teacher	07/01/17
Tope	Daniel	HS Academic/Career Tech Teacher – Long Term Sub in Math or Business Only	07/01/17

Tope	Jettie	HS Academic/Career Tech Teacher	07/01/17
Weber	Gayle	HS Academic/Career Tech Teacher	07/01/17
Whitman	Michael	HS Career Tech Teacher – Long Term Sub in Landscape & Turf only	07/01/17
Yablonski	Barbara	HS Academic/Career Tech Teacher	07/01/17

B. Classified Employment

1. Approval of the payment for substitutes and aides to attend orientation training during the 2017-2018 school year. Classified staff will be paid at an hourly rate.
2. Approval for the following student worker to move from our Student Worker Pay Scale to the Casual Labor Wage Scale part-time/hourly/per time sheets/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2017-2018 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE DATE
Swanson, Soloman	Casual Labor	2 nd 1	Part time/hrly/as needed/per time sheets up to 29.5 hrs/wk	I	0	7/1/17

3. Approval of the employment of the following persons as Classified Personnel, part time/as needed/per time sheets/per schedule for the 2017-2018 school year:

LAST	FIRST	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Brown	Nancy	Van Driver	2	\$19.19	8/21/17
Champer	Shannon	Bus Driver	1	\$18.62	8/21/17
Champer	Shawn	Bus Driver	1	\$18.62	8/21/17
Gasser	Jerry	Bus Driver	2	\$19.19	8/21/17
Keener	Kathy	Bus Driver	6	\$21.59	8/21/17
Martell	Rod	Bus Driver	3	\$19.76	8/21/17
Reed	Margaret	Bus Driver	1	\$18.62	8/21/17
Ross	Alan	Bus Driver	3	\$19.76	8/21/17
Stephenson	Deborah	Van Driver	1	\$18.62	8/21/17

4. Employment of the following classified individuals to substitute in area(s) indicated for the 2017-2018 school year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Baker	Dakota	Custodial	9	\$12.72	07/01/17
Good	Heather	Aide/Montor	0	\$9.74	07/01/17
Graff	Lora	Aide/Monitor	0	\$9.74	07/01/17
		Cashier/Cook	2	\$10.34	07/01/17
Hughes	Melissa	Aide/Monitor	0	\$9.74	07/01/17
Johnson	Elizabeth	Admin. Asst.	5	\$11.30	07/01/17
		Aide/Monitor	0	\$9.74	07/01/17
Miller	Debra	Cashier/Cook	2	\$10.34	07/01/17

		Admin. Asst.	5	\$11.30	07/01/17
Mullins	Katherine	Aide/Monitor	0	\$9.74	07/01/17
		Cashier/Cook	2	\$10.34	07/01/17
		Admin. Asst.	5	\$11.30	07/01/17
Neuenschwander	Beverly	Admin. Asst.	5	\$11.30	07/01/17
Roberts	Stephanie	Aide/Monitor	0	\$9.74	07/01/17
Stephenson	Deborah	Admin. Asst.	5	\$11.30	07/01/17
		Aide/Monitor	0	\$9.74	07/01/17
		Cook/Cashier	2	\$10.34	07/01/17
		Custodian	9	\$12.72	07/01/17
Welch	Joy	Aide/Monitor	0	\$9.74	07/01/17

C. Consultant Contracts:

1. Dennis Lipp, Painting for the Soul, on or about August 7 – August 14, 2017, \$50 per student
2. Sherwin Williams, Paint Basics & Repurposing with Paint, on or about August 4, 2017, \$7.50 per student
3. Sherwin Williams, Paint Basics & Repurposing with Paint, on or about November 3, 2017, \$7.50 per student
4. Greg Thompson, Adult Child & Infant CPR, on or about August 30, 2017, \$220
5. Greg Thompson, Adult Child & Infant CPR, on or about October 11, 2017, \$220
6. Greg Thompson, Adult Child & Infant CPR, on or about December 13, 2017, \$220
7. The Urban Cottage of Wooster, Furniture Makeover, on or about September 5, 2017, \$25 per student

D. Volunteers (**none**)

E. Approval to remove the following from inventory:

1. Various items from IT for disposal through B&G Recycling. The laptops used for parts will be kept until all salvageable items are used, then they will be sent for disposal. (copies available)
2. Approval to remove books from TRC inventory and donate to AAUW/Kiwanis Book Sale (copies available)
3. Approval to trade in for 3.1 engines the frame and engine from a 2000 Ford Crown Victoria, serial #2FAFP71W42565
4. Approval to trade in for engines Car #8 1998 Lincoln (red), serial #1LNFM97V8WY714100
5. Scrap Car #6 1999 Ford Taurus Wagon (blue), serial #1FAFP58S2XA297243

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

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

1. Approval to enter into a contract with WQKT/WKVX for advertising during high school football game broadcasts (10 games, 4-8 playoffs, 7 state championships) for maximum total of \$2,100 to be paid for from the Carl D. Perkins grant (copies available)
2. Approval of membership to Ohio Technical Centers for 2017-2018 for a total of \$1,250

Motion to approve Grants and Agreements (Roll Call)

B. Resolutions (Roll Call) (none)

C. Documents and Materials (Voice)

1. Approval of the following revised/new/deleted board policies (copies available):

NUMBER	STATUS	TITLE
0142	Revised	Qualifications and Terms of Office
2461	Revised	Recording of District Meetings Involving Students and/or Parents
3217	Revised	Weapons
4217	Revised	Weapons
5111.01	Replacement	Homeless Students
5111.03	New	Children and Youth in Foster Care
5200	Revised	Attendance
5460	Revised	Graduation Requirements
5610	Revised	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5630.01	Revised	Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion
6325	Revised	Procurements – Federal Grants/Funds
6423	Revised	Use of Credit Cards
6700	Revised	Fair Labor Standards Act (FLSA)
7217	Revised	Weapons
7530.01	Revised	Wireless Communication Allowance and Staff Use of Wireless Communications Devices
8300	New	Continuity of Organizational Operations Plan
8305	New	Information Security
8310	Revised	Public Records
8320	Revised	Personnel Files
8330	Revised	Student Records
8340	Revised	Letters of Reference
8452	Revised	Automated External Defibrillators (AED)
8500	Revised	Food Service

2. Approval of the following job descriptions (copies available):
 - a. Administrative Assistant – Student Services
 - b. Safety Security Monitor
 - c. Administrative Assistant – Front Office
 - d. Administrative Assistant – Attendance/Reception
 - e. Classified Support Specialist
 - f. Administrative Assistant – Supervisor Career Tech and Nursing
3. Approval of the revised Adult & Community Education Student Handbook (copies available)

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Approval for payment of coursework to Bowling Green State University for Jackie Shrock, Practical Nursing Coordinator, for coursework towards Practical Nursing career technical licensure, up to \$3,500 when tuition is due (mandatory, involuntary transfer from Adult Education/Nursing Manager to High School Practical Nursing)

Motion to approve Item A. (Roll Call)

- B. Approval of the revision to the Casual Labor Wage Scale (**Exhibit H**)

Motion to approve Item B. (Roll Call)

VII. ITEMS OF DISCUSSION

- A. First reading of the following revised/new/deleted board policies (copies available):

NUMBER	STATUS	TITLE
6320	Revised	Purchases

- B. Appoint Delegate and Alternate to OSBA Capital Conference
- C. Board discussion

VIII. EXECUTIVE SESSION

- A. Executive Session (if needed) (**Roll Call**)

IX. MOTION TO ADJOURN (VOICE)

NOTE: The next Regular Meeting will be held on Wednesday, August 16, 2017.

The meeting will begin at 7:30 p.m. (*Note: No reception prior to the meeting*).