



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

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Reception beginning at 7:00 pm with Board, Superintendent, Staff, Students & Community welcome!

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

**Wednesday, June 15, 2016
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 June 15, 2016 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Motion to approve the minutes from the May 18, 2016 Regular Meeting **(Exhibit B) (Voice)**
- F. Board Committee Reports **(Exhibit C)**
 - 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: 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. Permanent Improvement Levy

- E. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
June BOE Meeting	6/15/16	W	G101/Board Room	7:00 p.m.
SkillsUSA National Conference	6/20-6/24/16	M-F	Louisville, KY	
HOSA National Conference	6/22-6/25/16	W-S	Nashville, TN	
FCCLA National Conference	7/3-7/7/16	Sun- Th	San Diego, CA	
Board and Administrative Workshop	8/3/16	W	G101/Board Room	10 a.m.-5 p.m. for Administrative Workshop 5 p.m.-7 p.m. for Board Workshop

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 May 2016 **(Exhibit F)**
2. Approval of the Financial Reports for May 2016 **(Exhibit G)**
3. Approval of the FY16 Amended Appropriations **(Exhibit H)**
4. Approval of the FY17 Temporary Appropriations **(Exhibit I)**
5. Approval to accept the proposal for property, fleet, and liability insurance with Ohio School Plan as presented. The new premiums are \$45,251 which is a 4.5% increase from last year. Last year's premium was \$43,278. Ohio School Plan is endorsed by the OSBA, OASBO, and BASA (copies available).
6. Approval of the following Fund Transfers after July 1, 2016 **(Exhibit J)**:

From:

001 General Fund	\$164,757
003 Permanent Improvement Fund	\$290,716

Total Transfers Out:	\$455,473
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To:

034 OSFC Maintenance Fund	\$455,473
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7. Approval to accept the following donations:
 - a. \$100 from Wolff Bros. Supply, Inc. for use in the Carpentry and Construction Technologies program, in memory of Terry Falb of Gross Construction
 - b. \$200 for class t-shirts for the Carpentry and Construction Technologies program from TH Construction
 - c. \$200 for class t-shirts for the Carpentry and Construction Technologies program from DC Curry Lumber
 - d. \$200 for class t-shirts for the Carpentry and Construction Technologies program from Steiner Lumber
 - e. Miscellaneous library books from Stacey Yoho for use in the Technology Resource Center (TRC) with an approximate value of \$50
 - f. \$50 from the United Methodist Women to be used for the ABLE program

6	\$11.64	\$20.37	\$23.28	\$26.19	\$29.10
7	\$11.99	\$20.98	\$23.98	\$26.97	\$29.97
8	\$12.35	\$21.61	\$24.70	\$27.78	\$30.87
9	\$12.72	\$22.26	\$25.44	\$28.62	\$31.80
10	\$13.10	\$22.92	\$26.20	\$29.47	\$32.75
11	\$13.49	\$23.61	\$26.99	\$30.36	\$33.73
12	\$13.90	\$24.32	\$27.80	\$31.27	\$34.74
13	\$14.31	\$25.05	\$28.63	\$32.21	\$35.79
14	\$14.74	\$25.80	\$29.49	\$33.17	\$36.86
15	\$15.19	\$26.58	\$30.37	\$34.17	\$37.97

Class	Description
I	Classified staff
II	Instructional staff, proctors and tutors
III	Associate's degree in a related field or five years of district experience (one year district experience = working 80 hours or more in fiscal year)
IV	Bachelor's degree in a related field
V	Master's degree in a related field

This schedule is for Adult & Community Education, high school nurse assistants, medical programs / nursing substitutes

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

5. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2015-2016 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Shrock	Jackie	Adult Education Certified	V	15	\$37.97	06/01/16

6. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2016-2017 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Ackerman	Donald	Instructor, ABLE, Adult Literacy, Literacy Ed	Bachelors	1	\$14.00	07/01/16

Ball	Carol	Adult Education Certified	II	3	\$18.64	07/01/16
Banks	Michael	Adult Education Certified	II	2	\$18.10	07/01/16
Biasella	William	Adult Education Certified	III	9	\$25.44	07/01/16
Boggs	Ricky	Adult Education Certified	II	15	\$26.58	07/01/16
Boman	Wendy	Adult Education Certified	IV	9	\$28.62	07/01/16
Bricker	Marianne	Adult Education Certified	IV	1	\$22.59	07/01/16
Bricker	Marianne	Instructor, ABLE, Adult Literacy, Literacy Ed	Bachelors	15	\$21.00	07/01/16
Cahill	Beverly	Adult Education Certified	II	0	\$17.27	07/01/16
Conwill	Kristopher	Adult Education Certified	IV	0	\$22.29	07/01/16
Cooper	Diana	Adult Education Certified	III	0	\$19.78	07/01/16
Cuckler	Daniel	Adult Education Certified	II	8	\$21.61	07/01/16
Demiter	Cynthia	Adult Education Certified	IV	10	\$29.47	07/01/16
Elkevizth	Rebecca	Adult Education Certified	V	2	\$25.85	07/01/16
Farrar	Jennifer	Adult Education Certified	V	1	\$25.10	07/01/16
Fisher	Matthew	Adult Education Certified	V	0	\$24.80	07/01/16
Gagnon	Beth	Adult Education Certified	V	15	\$37.97	07/01/16
Gigax	Larry	Instructor, ABLE, Adult Literacy, Literacy Ed	Bachelors	11	\$19.00	07/01/16
Glessner	Dick	Adult Education Certified	III	10	\$26.20	07/01/16
Gorfi	Amanda	Adult Education Certified	IV	2	\$23.27	07/01/16
Hedberg	Michelle	Adult Education Certified – Supplemental	AE1	14	\$32.51	07/01/16
Howard	Angela	Adult Education Certified	IV	10	\$29.47	07/01/16
Immel	Jessica	Adult Education Certified – Supplemental	AE2	11	\$31.40	07/01/16
Immel	Jessica	Adult Education Certified – Supplemental	II	0	\$17.27	07/01/16
Johns	Aimee	Adult Education Certified	III	2	\$20.68	07/01/16
Johnson	Tamara	Adult Education Certified	II	3	\$18.64	07/01/16
Kanne	Joan	Adult Education Certified – Supplemental	AE3	19	\$41.88	07/01/16
Kanne	Joan	Adult Education Certified – Supplemental	II	0	\$17.27	07/01/16

Klinefelter	Laura	Adult Education Certified	II	0	\$17.27	07/01/16
Larson	Kirk	Adult Education Certified	II	0	\$17.27	07/01/16
Lehman	Ursula	Adult Education Certified	II	0	\$17.27	07/01/16
Long	Karen	Adult Education Certified	IV	0	\$22.29	07/01/16
Luke	Carolyn	Adult Education Certified	IV	11	\$30.36	07/01/16
Maglott	Billie	Adult Education Certified	V	6	\$29.10	07/01/16
Manos	Stacey	Adult Education Certified	V	11	\$33.73	07/01/16
Marion	Vanessa	Adult Education Certified	II	2	\$18.10	07/01/16
Martell	Melody	Adult Education Certified MA Program Director	III	8	\$24.70	07/01/16
Martell	Rodney	Adult Education Certified – Supplemental	III	11	\$26.99	07/01/16
McMorrow	Angel	Adult Education Certified	II	0	\$17.27	07/01/16
Moline	Barbara	Instructor, ABLE, Adult Literacy, Literacy Ed	Masters	1	\$16.00	07/01/16
Miller	Kimberly	Adult Education Certified	IV	8	\$27.78	07/01/16
Miller	Mary Jane	Adult Education Certified	IV	10	\$29.47	07/01/16
Moser	Keith	Adult Education Certified	III	5	\$22.60	07/01/16
Murphy	Nathan	Adult Education Certified	II	6	\$20.37	07/01/16
Murphy	Kent	Adult Education Certified	IV	5	\$25.43	07/01/16
O'Brien	Katherine	Adult Education Certified	IV	8	\$27.78	07/01/16
Otto	Jason	Instructor, ABLE, Adult Literacy, Literacy Ed	Masters	1	\$16.00	07/01/16
Peterman	Brian	Adult Education Certified	III	1	\$20.08	07/01/16
Phillips	Anna	Adult Education Certified – Supplemental	AE1	4	\$24.19	07/01/16
Raymond	Mike	Adult Education Certified	III	0	\$19.78	07/01/16
Ritz	Debora	Adult Education Certified	IV	9	\$28.62	07/01/16
Roberts	Stephanie	Adult Education Certified	II	0	\$17.27	07/01/16
Schumacher	Jodie	Adult Education Certified	V	0	\$24.80	07/01/16
Shook	Chris	Adult Education Certified	IV	5	\$25.43	07/01/16
Shrock	Jackie	Adult Education Certified	V	15	\$37.97	07/01/16

Springer	Michael	Adult Education Certified	II	6	\$20.37	07/01/16
Starr	Martha	Adult Education Certified	II	8	\$21.61	07/01/16
Steiner	Bruce	Adult Education Certified – Supplemental	IV	6	\$26.19	07/01/16
Stouffer	John	Adult Education Certified	IV	0	\$22.29	07/01/16
Straub	Jeromy	Adult Education Certified	III	0	\$19.78	07/01/16
Sweiger	Jackie	Adult Education Certified	II	1	\$17.57	07/01/16
Sweigert	Donald	Adult Education Certified	II	11	\$23.61	07/01/16
Tabellion	Joann	Adult Education Certified – Supplemental	IV	8	\$27.78	07/01/16
Tresch	Dawn	Adult Education Certified – Supplemental	AE1	20	\$38.82	07/01/16
Tresch	Dawn	Adult Education Certified – Supplemental	II	0	\$17.27	07/01/16
Vorkapich	Pamela	Adult Education Certified – Supplemental	IV	8	\$27.78	07/01/16
Weaver-Kranz	Josi	Adult Education Certified – Supplemental	AE1	18	\$36.59	07/01/16
Welch	Lois	Adult Education Certified	III	0	\$19.78	07/01/16
Widmer	Jody	Adult Education Certified	IV	1	\$22.59	07/01/16
Wilson	Robert	Adult Education Certified – Supplemental	AE1	22	\$38.82	07/01/16
Wilson	Janel	Adult Education Certified	IV	5	\$25.43	07/01/16

7. Approval of the revision to the contract for the following Certified Personnel for Adult & Community Education , part-time/supplemental/hourly, as needed, effective 2016-2017:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Klinect	Dale	Adult Education Certified	III	12	\$27.80	07/01/16

8. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2016-2017 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Martell	Melody	Adult Education Certified	III	8	\$24.70	07/01/16

9. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2016-2017 school year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	CLASS	STEP	RATE	EFFECTIVE
Johns	Aimee	School Nurse (RN)	III	5	\$22.60	07/01/16
Pawlicki	Mary	School Nurse (RN)	IV	4	\$24.68	07/01/16

B. Classified Employment

1. Approval to employ up to 12 student workers for the 2016-2017 school year part time/as needed/per time sheets, not to exceed 29.5 hours per week, per the Student Worker Pay Scale
2. Approval for the following student worker to move from our Student Worker Pay Scale to the Casual Labor Wage Scale for the 2016-2017 school year, part time/hourly/as needed/per time sheets, not to exceed 29.5 hours per week at Class 1, Step 0, effective July 1, 2016:

Matt Wolf

3. Approval to increase the maximum number of hours from 150 to 159 for Janice Anderson, for assistance with placement, enrollment and retention, for both high school and adult education, part-time/hourly/as needed/per time sheets, effective July 1, 2015 for the 2015-2016 school year at a rate of \$28.75 per hour
4. Approval of the resignation of Shelly Martin, Administrative Assistant – Director of Operations for the purpose of taking the position of Administrative Assistant – Attendance/Receptionist, effective at the end of the day on July 29, 2016
5. Employment of the following persons as full time Classified Personnel for the 2016-2017 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Martel, Melody	Assistant to School Nurse	New 1	190 days + 10 holidays	6 (7/11)	11	08/02/16
Musser, Alisha	Admin Assistant – Guidance	2 of 2	220 days + 10 holidays	3 (7/11)	5	
Martin, Shelly	Admin Assistant – Attendance/Receptionist	C	220 days + 10 holidays	5 (7/11)	13	08/01/16

6. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2016-2017:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Linz	Anastasia	Adult Education Classified	I	12	\$13.90	07/01/16

7. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2016-2017 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Overstreet	Heather	Adult Education Classified	I	2	\$10.34	07/01/16

- C. Consultant Contracts (none)
- D. Volunteers (none)
- E. Approval to remove the following from inventory:
 - 1. 15 Craftsman and 2 Kennedy 7-drawer machinists top toolboxes used for the rental program (ranging from 8 to 15 years old)
 - 2. 30 Craftsman toolboxes, top and bottom, with a rough outside for all four seasons

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

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

- 1. Approval of the Memo of Agreement for the contract to audit the Wayne County Schools Career Center for the fiscal period(s) 7/1/2015 through 6/30/2018, awarded to Julian & Grube, Inc. for an annual cost of \$16,000 (**Exhibit K**)
- 2. Approval to enter into a contract with WQKT/WKVX for advertising during high school football game broadcasts (11 games, 4-8 playoffs, 7 state championships) for a maximum total of \$2,184 to be paid from the Carl D. Perkins grant (copies available)

Motion to approve Grants and Agreements (Roll Call)

B. Resolution (Roll Call)

- 1. APPROVAL OF THE RESOLUTION SUBMITTING THE QUESTION OF AN ADDITIONAL TAX LEVY FOR THE PURPOSE OF GENERAL PERMANENT IMPROVEMENTS TO THE ELECTORS OF THE WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT, PURSUANT TO SECTION 5705.21 OF THE REVISED CODE (**Exhibit L**)

Motion to approve Resolution 1. (Roll Call)

- 2. APPROVAL OF THE RESOLUTION TO ABOLISH TEACHER POSITION DUE TO A DECLINE IN ENROLLMENT (**Exhibit M**)

Motion to approve Resolution 2. (Roll Call)

C. Documents and Materials (**Voice**)

1. Approval of the following job descriptions (copies available):
 - a. Classified Support Specialist
2. Approval of the following revised/new board policies:

SECTION	NUMBER	STATUS	TITLE
Policy	1130	Revised	Conflict of Interest Administration
Policy	2452	New	Disclosure of Security Policy and Crime Statistics (Clery Act)
Policy	3113	Revised	Conflict of Interest Professional Staff
Policy	4113	Revised	Conflict of Interest Classified Staff
Policy	4162	Revised	Drug & Alcohol Testing of CDL License Holders
Policy	5200	Revised	Attendance
Policy	5320	New	Immunization
Policy	6108	New	Authorization to Make Electronic Fund Transfers
Policy	6110	Revised	Grant Funds
Policy	6111	New	Internal Controls
Policy	6112	New	Cash Management of Grants
Policy	6114	New	Cost Principals – Spending Federal Funds
Policy	6116	New	Time and Effort Reporting
Policy	6325	New	Procurement – Federal Grants/Funds
Policy	7300	Revised	Disposition of Real Property/Personal Property
Policy	7310	Revised	Disposition of Surplus Property
Policy	7450	Revised	Property Inventory
Policy	8320	Revised	Personnel Files
Policy	8500	Revised	Food Services

3. Approval of the AE LPN Student Handbook Program Addendum (copy available)
4. Approval of a new edition of the following textbook:
 - a. Computer Service and Repair, Goodheart-Wilcox

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Approval to give Dr. Kip Crain, Superintendent and/or Lynn Moomaw, Director of Operations the authority to sign change orders up to \$15,000 for RAMTEC facility construction and WCSCC lab renovations

Motion to approve Item A. (Roll Call)

- B. Approval the list of student fees for the 2016-2017 school year (**Exhibit N**)

Motion to approve Item B. (Roll Call)

VII. ITEMS OF DISCUSSION

- A. Board discussion

VIII. EXECUTIVE SESSION

- A. Executive Session (for discussion of employment of a public employee) **(Roll Call)**

IX. MOTION TO ADJOURN (VOICE)

NOTE: The date and time of the next Regular Meeting will be held on Wednesday, July 20, 2016. The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m. for the Regular Meeting.