



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

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 21, 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 June 21, 2017 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Student and Staff Recognition
 - 1. WCSCC Teacher of the Year
Amy Tietz, Math Instructor
- F. Motion to approve the minutes from the May 17, 2017 Regular Meeting (**Exhibit B**) (**Voice**)
- G. 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

II. SUPERINTENDENT’S REPORT (VOICE)

- A. Director’s Report (**Exhibit D**)
- B. Principal’s Report (**Exhibit E**)
- C. Amy Tietz was selected by Administration to receive the WCSCC Teacher of the Year award for 2016-2017. The teacher received a gift card, personally from the Superintendent.
- D. Dan Davis, Science Teacher and Department Chair, will give an update on Materials Science and perform an experiment
- E. Update on continuing coursework for science teacher’s special education licensure
- F. RAMTEC Update
- G. We will discuss the annual Board Workshop during board discussion and determine date, time, and topics
- H. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
SkillsUSA National Conference & Competition	6/19/17 – 6/24/17	M-S	Louisville, KY	

HOSA National Skills Contest	6/21/17 – 6/24/17	W-S	Orlando, FL	
WCSCC Board of Education Meeting	6/21/17	W	G101/Board Room	7:00 p.m. reception/ 7:30 p.m. meeting
Educators Rising Nationals	6/23-6/26/17	F-M	Phoenix, AZ	
FCCLA National Conference	7/2-7/7/17	S-F	Nashville, TN	
Board of Education Meeting	7/19/17	W	G101/Board Room	7:00 p.m. reception/ 7:30 p.m. Regular Meeting

Motion to approve Superintendent’s Report (Voice)

III. EXECUTIVE SESSION

- A. Executive Session (for the consideration of the appointment, employment, or compensation of a public employee) **(Roll Call)**

IV. 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 2017 **(Exhibit F)**
2. Approval of the Financial Reports for May 2017 **(Exhibit G)**
3. Approval of the FY17 Amended Appropriations **(Exhibit H)**
4. Approval of the FY18 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 \$49,781. Ohio School Plan is endorsed by the OSBA, OASBO, and BASA (copies available).
6. Approval of the following Fund Transfer after July 1, 2017 **(Exhibit J):**

From:

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

Total Transfers Out: \$455,473

To:

034 OSFC Maintenance Fund \$455,473

7. Approval to accept the following donations:
 - a. 1999 Honda Accord from Karen James for use in the Auto Technologies program, valued at approximately \$1,897
 - b. 18 Antec computer cases from the City of Wooster for use in the Electronics and Computer networking program, valued at approximately \$1,260 (\$70 each)
 - c. \$4,000 from an anonymous component fund of the Wayne County Community Foundation, which will be used to purchase eight laptops for the ABLE programs

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

V. 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. Resignation of Jody Widmer, AE Clinical Facilitator, effective at the end of the day on February 17, 2017
2. Resignation of Jennifer Zehnder, Families Learning Together Instructor, effective at the end of the day on May 26, 2017
3. Approval for Angela Ramsay to be paid 1/7 of her salary for teaching zero period during the 2017-2018 school year
4. Dan Davis, Science Instructor, moved to Class V, Step 13 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year
5. Rodney Martell, Carpentry & Construction Technologies Instructor, moved to Class III, Step 19 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year
6. Debra McDonald, Early Childhood Education & Care Instructor, moved to Class VII, Step 24 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year

7. Employment of Sarah Dunlap, Counselor, Class VI, Step 10, per the negotiated agreement for 185 days, effective August 15, 2017 for the 2017-2018 school year
8. Employment of Benjamin McConahay, Truck Mechanics Instructor, Class I, Step 7, per the negotiated agreement for 185 days, effective August 15, 2017 for the 2017-2018 school year
9. Employment of the following Certified Personnel for extended time for the 2017-2018 school year per the negotiated agreement:

Days

14

Sarah Dunlap, Counselor (this was approved with name TBD at the May 17, 2017 Board of Education Meeting)

10. Modification of the following contracts for Certified Personnel for the 2016-2017 school year:

NAME	CONTRACT	CLASS	STEP
Immel, Jessica	2 nd 1 (222 days – was 220 days) – should have read (222 days – was 211 days)	AE3	11

11. 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
Mehling	Jeff	Adult Education Certified – Supplemental	III	14	\$29.49	6/8/17

12. Modification of the following Certified Personnel for Adult & Community Education contract, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Marty	Paul	Adult Education Certified	III	11 (was 12)	\$26.99	7/1/17
Mehling	Jeff	Adult Education Certified – Supplemental	III (was II)	14	\$29.49	7/1/17

13. 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	HOURLY RATE	EFFECTIVE
Calderone-Davis	Kelly	Adult Education Certified – Supplemental	V	9	\$31.80	7/1/17
Demiter	Cynthia	Adult Education Certified	II	0	\$17.27	7/1/17
Demiter	Cynthia	Adult Education Certified	IV	10	\$29.47	7/1/17
Fields	Kevin	Adult Education Certified - Supplemental	III	10	\$26.20	7/1/17
Gigax	Larry	Adult Education Certified	IV	0	\$22.29	7/1/17

Good	John	Adult Education Certified	II	8	\$21.61	7/1/17
Gorfi	Amanda	Adult Education Certified	IV	3	\$23.97	7/1/17
Howard	Angela	Adult Education Certified	II	1	\$17.57	7/1/17
Howard	Angela	Adult Education Certified	IV	10	\$29.47	7/1/17
Koehler	Cheryl	Adult Education Certified	II	0	\$17.27	7/1/17
Lavy	Stacey	Adult Education Certified	II	0	\$17.27	7/1/17
Moline	Barbara	Adult Education Certified	II	0	\$17.27	7/1/17
Moser	Keith	Adult Education Certified	III	5	\$22.60	7/1/17
O'Brien	Katherine	Adult Education Certified	IV	8	\$27.78	7/1/17
Richardson	Robert	Adult Education Certified	III	8	\$24.70	7/1/17
Ritz	Debora	Adult Education Certified	IV	9	\$28.62	7/1/17
Roberts	Stephanie	Adult Education Certified	II	0	\$17.27	7/1/17
Savel	Jordan	Adult Education Certified	II	2	\$18.10	7/1/17
Shaw-Johnson	Mary	Adult Education Certified	II	0	\$17.27	7/1/17
Stephens	Samantha	Adult Education Certified	II	0	\$17.27	7/1/17
Stephens	Samantha	Adult Education Certified	IV	6	\$26.19	7/1/17
Stoller	Wendy	Adult Education Certified	IV	1	\$22.59	7/1/17

B. Classified Employment

1. Resignation of Crystal Douglass, Part-Time AA to IT/TRC, for the purpose of accepting the position of AA – IT/TRC, effective June 30, 2017
2. Resignation of Yvette Dalessandro, FLT Aide, for the purpose of accepting the position of Custodian, effective May 25, 2017
3. Resignation of Travis Bauman, Student IT Helper, effective at the end of the day on June 2, 2017
4. Approval to employ up to 12 student workers for the 2017-2018 school year part time/as needed/per time sheets, not to exceed 29.5 hours per week, per the Student Worker pay Scale
5. Employment of the following classified individual, part-time hours as needed:

LAST	FIRST	AREA	HOURLY RATE	EFFECTIVE DATE
Allenbaugh	Lori	Payroll Mentor	\$25.00	7/1/17

6. Modification of the following contract for the 2017-2018 school year, effective July 1, 2017:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Hornfeck, Stacey	Admin Assistant	2 of 2	220 + 10 holidays (was 225 + 11 holidays)	5 (7/11)	8	7/1/17
Martin, Shelly	Admin Assistant	C	212 + 10 holidays (was 220 + 10 holidays)	5(7/11)	14	7/1/17

7. Employment of the following persons as Classified Personnel for the 2016-2017 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Turner, Rhonda	Acct Clerk	New 1	17 days prorated for 6/8/17 thru 6/30/17	II (7/11)	10	6/8/17

8. Employment of the following persons as full time Classified Personnel for the 2017-2018 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Dalessandro, Yvette	Custodian	New 1	12 month	III	5	7/5/17
Douglass, Crystal	AA – IT/TRC	New 1	220 days + 11 holidays	IV	7	7/3/17
Turner, Rhonda	Acct Clerk	New 1	12 month	II (7/11)	10	6/8/17

9. Employment of the following person TBD at board meeting for the 2016-2017 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Chupp, Melissa	Account Clerk I	New 1	TBD	Acct. Clerk I (after 7/1/11)	8	6/26/17

10. Employment of the following person TBD at board meeting for the 2017-2018 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Chupp, Melissa	Account Clerk I	New 1	TBD	Acct. Clerk I (after 7/1/11)	8

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

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Bower	Shannon	Child Care Aide, Literacy Ed	Classified Aide	8	\$9.60	7/1/17

12. 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
Oser	Brenda	Part Time Front Office Clerk - AE	Classified Office	12	\$13.90 – up to 30 hours for training	6/1/17

C. Consultant Contracts (**none**)

D. Volunteers (**none**)

E. Approval to remove the following from inventory:

1. Frame and engine from a 2000 Ford Crown Victoria for trade-in for engines (copies available)
2. Dispose of a 1999 Ford Taurus wagon for scrap (copies available)
3. 1998 Lincoln for trade-in for engines (copies available)
4. Dispose of a Whirlpool washer from Cosmetology (copies available)
5. 30 copies of Math Matters 1: An Integrated Program, McGraw Hill, 2006, ISBN # 0-07-868174-X

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

VI. REGULAR AGENDA

A. Grants and Agreements (**Roll Call**)

1. Approval to enter into a pool rental contract with YMCA of Wooster/Ellen Shapiro Natatorium for Exercise Science and Sports Medicine lifeguarding class for a total cost of \$400 (copies available)
2. Approval to accept the milk pricing from Smith Dairy Enterprises for purchase of products for the school lunch program during the 2017-2018 school year (copies available)
3. Approval to accept the bread pricing from Nickles Bakery for purchase of products for the school lunch program during the 2017-2018 school year (copies available)
4. Approval of an Affiliation Agreement with the Family Practice Center of Wadsworth for clinicals (copies available)
5. Approval for Adult & Community Education to apply for supplemental grants for both program enhancement and operation up to a maximum of \$10,000 each, as needed, for the 2017-2018 school year
6. Approval to accept a grant in the amount of \$10,000 from Dollar General for Adult Basic & Literacy Education Programs

- 7. Approval of an Authorized Test Center Agreement with Pearson Vue

Motion to approve Grants and Agreements (Roll Call)

B. Resolutions (Roll Call) (none)

C. Documents and Materials (Voice)

- 1. Approval of the Emergency Operation Plan for High School (copy available)
- 2. Approval of the Emergency Operation Plan for Adult Education (copy available)
- 3. Approval of the revised Adult Education Practical Nursing Student Handbook Addendum (copy available)
- 4. Approval of the following revised/new/deleted board policies:

NUMBER	STATUS	TITLE
8510	Revised	Wellness

- 5. Approval of the following job descriptions (copies available):
 - a. AA – IT/TRC
 - b. Intervention Specialist
 - c. Account Clerk I Part-time
 - d. Account Clerk I
 - e. Account Clerk II
 - f. Front Office Clerk
- 6. Approval of the following textbooks (copies available):
 - a. Anatomy and Physiology, 2nd edition, Bizone, 2013, student workbook
 - b. Student Workbook for Modern Dental Assisting, 12th edition, Bird and Robinson

Motion to approve Documents and Materials (Voice)

VII. NEW BUSINESS (ROLL CALL)

- A. Approval for sponsorship and support of Chris Boyan for the 2017-2018 Leadership Wooster class sponsored by the Wooster Area Chamber of Commerce for a cost of \$1,000

Motion to approve Item A. (Roll Call)

- B. Approval of the list of student fees for the 2017-2018 school year (**Exhibit K**)

Motion to approve Item B. (Roll Call)

VIII. ITEMS OF DISCUSSION

A. First reading of the following revised/new/deleted board policies:

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

B. Discussion of date, time, and topics for of the annual Board Workshop

C. Board discussion

IX. EXECUTIVE SESSION

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

X. MOTION TO ADJOURN (VOICE)

**NOTE: The next Regular Meeting will be held on Wednesday, July 19, 2017.
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**