



Kip Crain, Superintendent
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**THE WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Wednesday, May 15, 2013

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 May 15, 2013 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Student and Staff Recognition
 - 1. Jason Boothe, Precision Machining Technology, WCSCC Adult Education Most Dedicated Student of the Month
 - 2. Danielle Starlin, School & Community Relations Coordinator, WCSCC Staff Excellence Award
 - 3. Barb Houmard, Student Activities Liaison, WCSCC Staff Excellence Award
 - 4. Kristin McGuire, 2013-2014 AE WCSCC Practical Nursing Student, receiving the Sprenger Health Care Scholarship
 - 5. Students placing in the Top 10 at State and Nationals and those in various leadership positions in WCSCC Student Organizations will be recognized. A list of students will be distributed.
- F. Motion to approve the minutes from the April 17, 2013 Regular Board 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: Bill Gantz
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 (copies available)
 - a. BPA Awards will be held May 16th in the Commons and begin at 7 p.m.
 - b. **The Senior Recognition ceremony will take place at Wayne College Boyer Gymnasium on May 21st from 7-9 p.m.**
 - c. The High School Practical Nursing Pinning Ceremony will be held at 7 p.m. on May 23rd in the Commons.
 - d. The last day for Seniors is May 21st and the last day for Juniors is May 24th
 - e. Teacher Checkout Day is May 28th
 - f. ABLE Graduation will be held on Thursday, June 6th at 7 p.m. at the First Presbyterian Church in Wooster
4. Superintendent will give an update on career tech lab changes.
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. Approve the list of purchase orders for the month (**Exhibit F**)
- b. Approve the Financial Reports for April 2013 (**Exhibit G**)
- c. Approval of the Amended Five Year Forecast (**Exhibit H – booklets will be available at your places**)
- d. Approval of a contract with Rea and Associates for the FY12 GAAP Report for a total of \$8,000 (**Exhibit I**)
- e. Approval of a \$150 change fund for the Snack Shack.
- f. Approval to accept the following donations:
 - 1) Uniform donation of two tops and pants from Michael Morgan valued at \$50
 - 2) Thirty DVDs on miscellaneous auto repair from Auto Zone with an approximate value of \$300 for use in the Automotive Technologies program

- 3) 200 lbs. of stainless steel from Ebner Furnaces valued at \$90 for use in the Welding Technologies program
- 4) Steel turntable stand from James Young valued at \$50 for use in the Welding Technologies program

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

IV. Superintendent'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 Superintendent recommends the following actions:

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

1. Certified Employment

- a. Approval of the resignation of Sarah Andrasik, ABLE Coordinator, effective at the end of the day on July 31, 2013 for the purpose of accepting the position of English Teacher.
- b. Employment of the following persons as Certified Personnel for the 2013-2014 school year as per Board Policy and negotiated agreement:

NAME	CONTRACT	CLASS	STEP
Hedberg, Michelle	10th 1 (184 days @ 7 hrs)	AE 1	13
Tresch, Dawn	9th 1 (122 days)	AE 1	20

- c. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last Name	First Name	Teaching Area
Dennis	Melanie	General
Reynolds	Kathryn	General

- d. Approval of the following contracts through Tri-County ESC, for the purpose of employment, for the 2013-2014 school year:
 - 1) Jenny Baechle, Intervention Specialist, 184 days (revised from 185) at 7 hours daily
 - 2) Jean Boen, Placement Coordinator, 184 days (revised from 185) at 7 hours daily

- e. Approval of the following contracts through Tri-County ESC, for the purpose of employment, for the 2013-2014 school year (pending final state budget adjustments):
 - 1) \$29,000 (Special Education Consultants – Helen Bartashus and Mike Warbel)
 - 2) \$42,688 (Adult Education & Supplemental Coordinator – Chris Boyan)
- f. Approval of the employment of Sarah Andrasik, English Teacher, Class II, Step 4, per the negotiated agreement for 185 days, effective August 13, 2013 for the 2013-2014 school year.
- g. 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 2013-2014 school year at a rate of \$31.00 per hour.
- h. Approval for the sponsorship and support of Chris Boyan for the Byrl R. Shoemaker CTE Institute 2013-2014, beginning August 1, 2013, through the Tri-County Educational Service Center contract.
- i. Approval for the sponsorship and support of Jean Boen for the 2013 Leadership Wooster class sponsored by the Wooster Area Chamber of Commerce, through the Tri-County Educational Service Center contract.
- j. Keri Merickel, Medical Assisting Instructor, moved to Class IV, Step 35 due to the completion of required coursework/semester hours and certification/licensure requirements per the negotiated agreement for the 2013-2014 school year.
- k. Approval of the revision of the employment contract of Janice Anderson, for advisor assistance in Business Professionals of America, part-time/hourly/as needed/per time sheets, increased from 40 hours to 70 hours, for the 2012-2013 school year at a rate of \$13.00 per hour Step 10 of the Casual Labor Scale.
- l. Approval of the revision of the employment contract 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, increased from 200 hours to 250 hours, for the 2012-2013 school year at a rate of \$29.23 per hour.
- m. Resignation of Darlene Wellock, Child Care Instructor & Adult Practical Nursing Instructor, effective April 22, 2013
- n. Approval of the employment of the following certified personnel as summer school teachers at a rate of \$125 per day, not to exceed 10 days:
 - Kelly Calderone
 - Dan Davis
 - Mark Gerber
 - Alan Zimmerman
- o. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled as needed per time sheets effective 2013-2014 year:

- 1) Sarah Andrasik, Coordinator, AE, ABLE, Adult Literacy, ESL Civics, Step 8, \$20.00 hourly from July 2, 2013 through July 31, 2013
 - 2) Karen Hughes, State Tested Nurse Aide Instructor, BSN, Step 9, \$27.00 hourly
 - 3) George Johnson, Customized Skill Training Coordinator, Step 7, \$19.00 hourly
 - 4) Melanie Miller, Adult Education Instructor, Step 18, \$19.50 hourly
 - 5) John Norris, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
 - 6) Cheryl Redfern, AE Career Assessment Specialist, AE3, Step 11, 87 days per time sheets
 - 7) Cheryl Redfern, Assessment Coordinator, Step 15, \$27.00 hourly – supplemental
 - 8) Mary Sue Slack, Coordinator, FLT Rotary, Adult Literacy, Step 9, \$21.00 hourly
 - 9) Jane Studer, Adult Education Instructor, Step 14, \$17.50 hourly
 - 10) Jody Widmer, Adult Practical Nursing Instructor, BSN, Step 7, \$26.00 hourly
- p. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, with hourly wage realignment based on years of experience in field effective 2013-2014 year:
- 1) Mark Burns, Public Safety Services Instructor, Step 8, \$23.00 hourly
 - 2) Roger Clark, Public Safety Services Instructor, Step 9, \$24.00 hourly
 - 3) Donald Shilling, Public Safety Services Instructor, Step 5, \$20.00 hourly
 - 4) Chris Shook, Public Safety Services Instructor, Step 9, \$24.00 hourly
 - 5) Michael Springer, Public Safety Services Instructor, Step 5, \$20.00 hourly
 - 6) Donald Sweigert, Public Safety Services Instructor, Step 8, \$23.00 hourly
 - 7) Dallas Terrell, Public Safety Services Instructor, Step 7, \$22.00 hourly
 - 8) Robert Wright, Public Safety Services Instructor, Step 7, \$22.00 hourly
- q. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:
- 1) Janice Anderson, Adult Education Instructor, Step 20, \$21.00 hourly
 - 2) Kevin Baldwin, Public Safety Services Instructor, Step 10, \$25.00 hourly
 - 3) Robert Ballentine, Public Safety Services Instructor, Step 10, \$25.00 hourly
 - 4) Philip Carr, Public Safety Services Instructor, Step 6, \$21.00 hourly
 - 5) Theresa Click, Adult Education Instructor, Step 20, \$21.00 hourly
 - 6) Richard Coleman, Public Safety Services Instructor, Step 6, \$21.00 hourly
 - 7) Mark Delpropost, Public Safety Services Instructor, Step 10, \$25.00 hourly
 - 8) Ted Elder, Public Safety Services Instructor, Step 10, \$25.00 hourly
 - 9) Ann Gastier, Assessment & Testing, Step 20, \$21.00 hourly
 - 10) Frances Gengo, Adult Practical Nursing Instructor, BSN, Step 7, \$26.00 hourly
 - 11) Patricia Glessner, Public Safety Services Instructor, Step 8, \$23.00 hourly
 - 12) Josh Glessner, Public Safety Services Instructor, Step 2, \$17.00 hourly
 - 13) Dick Glessner, Public Safety Services Instructor, Step 10, \$25.00 hourly
 - 14) Daniela Guimaraes, Adult Education Instructor, Step 7, \$14.00 hourly
 - 15) Daniel Holderman, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
 - 16) Michael James, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
 - 17) George Johnson, Adult Education Instructor, Step 15, \$18.00 hourly
 - 18) Dale Klinec, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
 - 19) Cheryl Koehler, Guidance Counselor, Step 20, \$21.00 hourly
 - 20) Cheryl Koehler, Assessment Coordinator, Step 15, \$27.00 hourly

- 21) Michael Kollert, Public Safety Services Instructor, Step 8, \$23.00 hourly
- 22) Daniel Laubacher, Public Safety Services Instructor, Step 6, \$21.00 hourly
- 23) Paul Marty, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
- 24) Keri Merickel, Medical Assisting Coordinator, Step 15, \$27.00 hourly – supplemental
- 25) Keri Merickel, Adult Education Instructor, Step 20, \$21.00 hourly – supplemental
- 26) Aaron Miller, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly – supplemental
- 27) Kimberly Miller, Adult Practical Nursing Instructor, RN, Step 3, \$23.00 hourly
- 28) Kathryn Mullen, Adult Practical Nursing Instructor, BSN, Step 6, \$25.50 hourly
- 29) Kent Murphy, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
- 30) Ryan Pearson, Law Enforcement Training Academy Instructor, Step 6, \$21.00 hourly
- 31) Ryan Pearson, Law Enforcement Training Academy Commander, Step 9, \$21.00 hourly
- 32) Debora Ritz, Adult Practical Nursing Instructor, BSN, Step 8, \$26.50 hourly
- 33) Jennifer Rue, Adult Education Instructor, Step 10, \$15.50 hourly
- 34) Melvin Russell, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly
- 35) Jim Shriver, Public Safety Services Instructor, Step 10, \$25.00 hourly
- 36) Bruce Steiner, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly - supplemental
- 37) Richard Swartz, Business Education Instructor, Step 16, \$18.50 hourly
- 38) April Teichmer, Public Safety Services Instructor, Step 6, \$21.00 hourly
- 39) Stephen Waltman, Public Safety Services Instructor, Step 10, \$25.00 hourly
- 40) Alan Wilson, Public Safety Services Instructor, Step 10, \$25.00 hourly
- 41) Alan Wilson, Public Safety Services Interim Coordinator, \$Step 14, \$26.00 hourly – not to exceed 1,100 hours in FY14
- 42) James Young, Trade & Industry Apprenticeship Instructor, Step10, \$25.00 hourly – supplemental

2. Classified Employment

- a. Approval of a revision to Pamela Waggy’s contract: 72 days plus 6 holidays at 5.5 hours, 76 days plus 2 holidays at 7 hours, 35 days and two holidays at 4 hours (a Wednesday holiday was mistakenly counted as a Tuesday in the original submission) for the 2013-2014 school year.
- b. Employment of the following individuals as Classified Personnel, part-time/houly/regularly scheduled/per time sheets/per schedule, with a maximum of 29.5 hours per week, for the remainder of the 2012-2013 school year:
 - 1) Lori Decker, Snack Shack Monitor (Cafeteria), Step 0, \$9.00 hourly per the Casual Labor Wage Scale effective April 18, 2013 (correction from effective date of May 18, 2013)
- c. Employment of the following individuals to substitute in area(s) indicated for the 2012-2013 school year:

Last	First	Sub Area
Decker	Lori	Classified

3. Consultant Contracts:

- 1) West Hill Baptist Church, WCSCC AE PN 2014 Evening Class graduation ceremony on July 10, 2014, \$150
- 2) West Hill Baptist Church, WCSCC AE PN 2014 Day Class graduation ceremony on July 17, 2014, \$150
- 3) Michael Banks, National Registry Practical Skills Examiner, on or about June 8, 2013, \$108
- 4) Greg Thompson, Adult, Child & Infant CPR, on or about April 18, 2013, \$200
- 5) OSU Extension Service, Health & Safety in Family Child Care, on or about April 15 & 16, 2013, \$280
- 6) Mary Yoss, National Registry Practical Skills Examiner, on or about June 8, 2013, \$108

4. Volunteers: none this month

5. Approval to remove the following assets from inventory:

- 1) Hix Conveyer Dryer, WCSCC bar code 00000371, serial #1863170
- 2) Vastex Dryer, no WCSCC bar code, serial #VTX 005947

6. 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 enter into a Business Associate Agreement with Wooster Community Hospital (copies available).
- b. Approval of a Memo of Understanding with Ohio State University Extension Family & Consumer Sciences to provide the Families Learning Together & ABLE programs nutrition education and obesity prevention activities (copies available).
- c. Approval for Dr. Karl Wodrich, DO to be the medical director for the Emergency Medical Training program in Adult Education. Dr. Wodrich is board certified in emergency medicine and is employed at the Aultman Orrville Emergency Department.

2. Motion to approve the following Resolutions: none this month

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

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

<u>DATE</u>	<u>STAFF</u>	<u>EVENT/LOCATION</u>
6/23-6/29/13	Pam Vorkapich	SkillsUSA National Leadership & Skills Conference H. Roe Bartle Hall & Municipal Auditorium Kansas City, MO
6/25-6/30-13	Keri Merickel	Health Occupations Students of America (HOSA) National Leadership Conference Gaylord Opryland Hotel & Resort Nashville, TN
7/5-7/11/13	Deb McDonald	Future Career & Community Leaders of America (FCCLA) National Leadership Conference Gaylord Opryland Hotel & Resort Nashville, TN

- b. Approval of the updated 2013-2014 WCSCC school calendar (**Exhibit J**)
- c. Approval of the Advisory Committee Packet (copies available)
- d. Approval of the Social Studies End Of Course Government Exam (copy available)
- e. Approval of the following job descriptions (copies available):
 - 1) Café Snack Shack Monitor
 - 2) Career Services Coordinator
 - 3) Dean of Students
 - 4) AA EMIS Data
- f. Approval of the following textbooks (copies available):
 - 1) Foundations of Restaurant Management and Culinary Arts, Level One, 2011, (NRAEF) Pearson Education, Inc. 978-0-13-801938-9 and Activity Guide Workbook 978-0-13-707050-3
 - 2) Foundations of Restaurant Management and Culinary Arts, Level Two, 2001, (NRAEF) Pearson Education, Inc. 978-0-13-138022-6 and Activity Guide Workbook 978-0-13-138071-4
 - 3) Core Training Manual/Ohio Certified Nursery Technician, 2012, The Ohio Nursery and Landscape Association, Inc., Edited by ONLA Staff
 - 4) Common Pests, Diseases & Disorders of Ornamental Trees & Shrubs, 2003, The Ohio Nursery and Landscape Association, Inc.
 - 5) Landscape Plants for Ohio, 3rd edition, 2007, The Ohio Nursery and Landscape Association, Inc.
 - 6) Perennial Plants for Ohio, 2nd edition, 2007, The Ohio Nursery and Landscape Association, Inc.

- 7) Landscape Training Manual/Ohio Certified Nursery Technician, 2012, The Ohio Nursery and Landscape Association, Inc., Edited by ONLA Staff
- 8) Grower Training Manual/Ohio Certified Nursery Technician, 1999, The Ohio Nursery and Landscape Association, Inc.
- 9) Garden Center Training Manual/Ohio Certified Nursery Technician, 1999, The Ohio Nursery and Landscape Association, Inc.
- 10) Welding Skills, 4th edition, 2010, Moniz and Miller, American Technical Publishers
- 11) Biology, 2014 by Miller & Levine, Pearson ISBN #978-0-13-323574-6 (new edition)

VI. Items of Discussion

1. First reading of the revisions to the Nursing Faculty Handbook (copy available)
2. First reading of the revisions to the High School LPN Handbook (copy available)
3. First reading of the revisions to the AE LPN Handbook (copy available)
4. First reading of the Career/Technical Student Organization (CTSO) Guidelines Handbook (copy available)
5. First reading of the following revised/new policies:

Section	Number	Status	Title
Policy	1530	Revised (1 st read)	Evaluation of Directors & Other Admin
Policy	2270	Revised (1 st read)	Religion in the Curriculum
Policy	3131	Revised (1 st read)	Reduction in Staff
Policy	3220	Revised (1 st read)	Staff Evaluation
Policy	5515.01	New (1 st read)	Safe Operation of Motorized Utility Vehicles by Students
Policy	6110	Revised (1 st read)	Grant Funds
Policy	6320	Revised (1 st read)	Purchases

6. Board discussion.

VII. Executive Session

1. For discussion, with the Board’s legal counsel, of disputes involving the Board that are the subject of pending or imminent court action (**Roll Call**)
2. For consideration of the employment of public employees (**Roll Call**)

VIII. Adjournment (Voice)

NOTE: The next Regular Board Meeting will be held on Wednesday, June 26, 2013. The reception will begin at 7:00 PM and the meeting will begin at 7:30 PM.