



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

**Wednesday, September 18, 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 September 18, 2013 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Outstanding Business Partner
 - 1. Cedar Lane Farms
- F. Staff Recognition
 - 1. John Miller, Exercise Science and Sports Medicine Instructor, WCSCC Staff Excellence Award
 - 2. Gerri Cremer, Adult Practical Nursing Evening Student, WSCSS Adult Education Exceptional Student of the Month
- G. Motion to approve the minutes from the August 7, 2013 Special Board Meeting (**Exhibit B.1**) and August 14, 2013 Regular Board Meeting (**Exhibit B.2**) (**Voice**)

H. 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

I. 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
 - a. Parent teacher conferences will be held on Thursday, October 3, 2013 from 4-8 p.m.
 - b. Friday, October 18 will be a staff in-service day from 8 a.m. until 3 p.m. October 18th is also the last day of the nine week grading period.
 - c. Advisory Committee meetings will be held on Thursday, November 7th at 4:45 p.m.
4. 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 August 2013 (**Exhibit G**)
- c. Approval of Amended Appropriations (**Exhibit H**)
- d. Approve the following Change Funds/Petty Cash Funds for the 2013-2014 school year:

Change Funds

\$ 450.00 Cafeteria
350.00 Culinary Arts C.S.
100.00 Treasurer's Office
100.00 Adult Education Office
80.00 Landscape & Plant Technologies C.S.
75.00 Central Receiving
75.00 Principal's Office
75.00 Dale Tackett – Fees
50.00 Animal Care C.S.
75.00 Cosmetology C.S.
25.00 Front Office – Parking Permits

\$1,455.00 Total Change Funds

- e. Approval to accept the following donations:
 - 1) Donation of nursing uniforms by Sara Marty; 20 tops, 10 pants, 1 full uniform; approximate value of \$475
- f. 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. Jennifer Rue, Interactive Media Instructor, moved to Class II, Step 0 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement.
- b. Resignation of Tammy Hackenberg, Medical Office Assistant Instructor, effective at the end of the day on September 11, 2013.
- c. Employment of the following for 2013-2014 supplemental positions per the negotiated agreement:

2013-2014 Supplemental Position

Sandy Stebbins	1.5%	Dual Enrollment Incentive
Amy Tietz	1.5%	Dual Enrollment Incentive
Kimberly Huffman	3.0%	Mentor
Al Zimmerman	3.0%	Mentor
Amy Tietz	3.0%	Mentor
Catina Stecz	3.0%	Mentor
Jennifer Casteel	3.0%	Mentor
Bruce Woodruff	3.0%	Mentor
Amber Long	3.0%	Mentor
Aaron Miller	3.0%	Mentor
Shelly Perry	3.0%	Mentor

- d. Approval of the following personnel as Extra Help Tutors for the 2013-2014 school year as needed, per time sheets:

	<u>Step</u>	<u>Hourly Rate</u>
Chris Seal	0 Bachelors	\$18.60

- e. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Last Name	First Name	Teaching Area
Ragins	Alexandria	Academic
Dixon	Shelley	CT/Dental Assisting
Zehe	Christopher	Intervention Specialist
Zehe	Betty	CT/Early Childhood Handicapped
Reynolds	Kathryn	Academic
Boyd	Kelly	CT/Early Childhood
Boyd	Lynette	CT/Cosmetology
Sherwood	Justine	Handicapped/AYA
Lisic	Mary Lou	CT/Academic
Chapman	Sue	CT/Cosmetology
Wolf	Timothy	General
Robinson	Lori	General
Parker	Jill	Academic

- f. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Last	First	Sub Area	Step	Rate	Degree
Pawlicki	Mary	School Nurse	2	\$23.50/hr	BSN
Uhler	Amanda	Nursing Instructor/School Nurse	1	\$23.00/hr	BSN

- g. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/hourly, regularly scheduled, effective 2013-2014 year:

- 1) Misty Green, Medical Assisting Instructor, Step 7, \$27.00 hourly, effective September 12, 2013

- h. Approval of the employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2013-2014 year:

- 1) Chris Dalessandro, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective August 20, 2013
- 2) Paul Gummo, Trade & Industry Apprenticeship Instructor, Step 8, \$23.00 hourly, effective August 20, 2013
- 3) Jeff Mehling, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective August 22, 2013 – Supplemental

- 4) Tracy Todich, Adult Education Instructor, RN, Step 7, \$25.00 hourly, effective September 18, 2013 - Supplemental
- 5) Amanda Uhler, Adult Practical Nursing Instructor, BSN, Step 1, \$23.00 hourly, effective September 18, 2013
- 6) Kevin Wilson, Trade & Industry Apprenticeship Instructor, Step 10, \$25.00 hourly, effective September 5, 2013 - Supplemental

2. Classified Employment

- a. Resignation of Carolyn Wilfong, Cafeteria Cashier, effective August 13, 2013.
- b. Resignation of Clairice Shook, IT Specialist, effective July 15, 2013.
- c. Employment of the following as Weekday School Monitors for the 2013-2014 schoolyear on an as needed basis, per time sheet. Rate of pay \$12/hr.

Vickie Ickes
Christina Rutter

- d. Employment of Brian Spangler, Cafeteria Cashier, for the 2013-2014 school year, part time/hourly, regularly scheduled as needed per time sheets, not to exceed 29.5 hours per week at \$9/hour on Step 0 of the Casual Labor Wage Scale, pending receipt of BCI/FBI background checks, effective August 28, 2013.
- e. Employment of Brent Edington, Evening IT Specialist, for the 2013-2014 school year, part time/hourly, as needed per time sheets, not to exceed 29.5 hours per week at \$9/hour on Step 0 of the Casual Labor Wage Scale, pending receipt of BCI/FBI background checks, effective August 15, 2013.
- f. Employment of Celia Pumphrey, Classroom Aide, for the 2013-2014 school year, hourly/regularly scheduled, Step 0, \$9.98/hour per the Classroom Aide Salary Schedule effective August 13, 2013 (was August 19, 2013).
- g. Employment of Christina Rutter, Classroom Aide, for the 2013-2014 school year, hourly/regularly scheduled, Step 3, \$10.78/hour per the Classroom Aide Salary Schedule effective August 13, 2013 (was August 19, 2013).
- h. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year, effective September 19, 2013:

Last	First	Sub Area
Bonnell	Carol	Classified
Jacobs	Regina	Classified
Schaffter	Lloyd	Classified

3. Consultant Contracts: none

- 4. **Volunteers:** none
- 5. **Approval to remove the following from inventory:** none
- 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 of a clinical agreement with Glendora Health Care Center (copies available).
 - b. Approval of a clinical agreement with Green Local Schools (copies available).
 - c. Approval to request services, choose vendors, and enter into contracts for local and long distance telephone service, wireless voice service, and Internet access to meet the requirements of the Universal Service Fund/Schools and Libraries Division Program for the next funding year. The program, also known as “e-rate”, currently provides us with an 80% discount on these services.
- 2. **Motion to approve the following Resolution (Roll Call After Discussion):** none
- 3. **Motion to approve the following Documents and Materials (Voice):**
 - a. Approval of the 2013-2014 Human Resource Flow Chart (**Exhibit I**)
 - b. Approval of the Course of Study for Medical Office Management (copy available)
 - c. Approval of the job descriptions (copies available):
 - 1) Aide – ECE
 - 2) Practical Nursing Coordinator
 - d. Approval of the following revised/new policies (copies available):

Section	Number	Status	Title
Policy	3120	Revised (2nd read)	Employment of Professional Staff
Policy	3120.05	Revised (2nd read)	Employment of Professional Staff Members in Summer School & Adult Education Programs
Policy	3120.06	Revised (2nd read)	Selecting Student Teachers/ Administrative Interns

- e. Approval of the Adult & Community Education Student Handbook Program Addendums (copies available):

- 1) Cosmetology
- 2) Emergency Medical Technician
- 3) Firefighter Volunteer
- 4) Firefighter Level 1
- 5) Firefighter Level 1 Transition
- 6) Law Enforcement Training Academy
- 7) Medical Assisting
- 8) NATCEP
- 9) Nursing
- 10) Phlebotomy

VI. Items of Discussion

- 1. First reading of the revised Adult & Community Education Student Handbook (copies available).
- 2. First reading of the following revised/new policy:

Section	Number	Status	Title
Policy	4213	Revised (1 st read)	Student Supervision & Welfare

- 3. Board discussion.

VII. Executive Session (if needed) (Roll Call)

VIII. Adjournment (Voice)

**NOTE: The next Regular Board Meeting will be held on Wednesday, October 16, 2013.
The reception will begin at 7:00 PM and the meeting will begin at 7:30 PM.**