



**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](http://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, September 17, 2014**

**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 September 17, 2014 Agenda – corrections – additions – deletions  
**(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Outstanding Business Partner
  - 1. Wooster Glass Company
- F. Staff Recognition
  - 1. Jean Boen, Career Services Coordinator, WCSCC Staff Excellence Award
  - 2. Danielle Starlin, School and Community Relations Coordinator, WCSCC Staff Excellence Award
  - 3. Zenobia Conrad, Computer & Accounting Specialist Student, WCSCC Adult Education Exceptional Student of the Month
- G. Motion to approve the minutes from the August 6, 2014 Special Meeting **(Exhibit B.1)** and the August 20, 2014 Regular Meeting **(Exhibit B.2) (Voice)**

H. 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: 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: Larry Acker  
Staff Liaison: Cheryl Boyer

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

**II. SUPERINTENDENT’S REPORT (VOICE)**

- A. Director’s Report (**Exhibit D**)
- B. Principal’s Report (**Exhibit E**)
- C. Video Surveillance Update from Lynn Moomaw and Kip Crain
- D. Important Upcoming Dates and Times

EVENT	DATE	LOCATION	TIME
Parent Teacher Conferences	10/2/14	WCSCC	4-8 p.m.
Staff In-service Day	10/17/14	WCSCC	
End of 1 <sup>st</sup> 9 Weeks	10/17/14	WCSCC	
OGT Testing	10/27-11/9/14	WCSCC	
WCSCC Board of Education Meeting	10/15/14	Board Room/G101	7 p.m. reception / 7:30 meeting
Advisory Committee Meetings	11/6/14	WCSCC (begin in the Commons)	5-7 p.m.

***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 August 2014 (**Exhibit F**)
2. Approval of the Financial Reports for August 2014 (**Exhibit G**)
3. Approval to establish Fund 466 – Straight A Grant
4. Approval of the FY15 Permanent Appropriations (**Exhibit H**)
5. Approve the following Fund Transfers:

a. From:

004-9008 LFI Fund	\$389,987.13
010-9008 OSFC Project Fund-Local	\$ 88,471.73
<b>Total Transfers Out</b>	<b>\$478,458.86</b>

To:

034 OSFC Maintenance Fund \$478,458.66

b. From:

010-9008 OSFC Project Fund-Local \$ 41,845.91

To:

003-9001 Permanent Improvement Fund \$ 41,845.91

c. From:

001 General Fund \$ 12,500

To:

018-9814 Drug Free Clubs of America \$ 12,500

6. Approval to accept the following donations:

- a. Donation of 10 polo shirts of various sizes, with an approximate value of \$50, to our Dean of Students Office to assist students in being in compliance with dress code from People to People Ministries
- b. Donation of 12 tops and 4 pants, with an approximate value of \$44, for use in medical programs from a former student
- c. Silver level donation of \$1,500 from Pallotta Ford to the Drug Free Clubs of America Fund
- d. Silver level donation of \$1,500 from Wooster Glass Company, Inc. to the Drug Free Clubs of America Fund
- e. Student Achievement Incentive with a choice of \$1,000 towards the purchase of any car, new or used, or a \$1,000 scholarship from Spurgeon Chevrolet for perfect attendance and clean discipline for one student
- f. Donation of \$2,772 to the Animal Care & Management program from Zoetis, Inc.
- g. Donation of \$2,772 to the Ag & Industrial Mechanics program from Zoetis, Inc.
- h. Donation of a 2006 Ford Crown Victoria Police Cruiser valued at \$1,000 from the Wayne County Sheriff's Office for use in the Criminal Justice program

***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. Resignation of Scott Brown, SkillsUSA Assistant, effective August 27, 2014
2. Resignation of Melissa Schrock, Adult Education Career Services Coordinator, for retirement purposes effective at the end of the day on December 18, 2014
3. Resignation of Alan Wilson, Interim Public Safety Training Coordinator, effective December 31, 2014
4. Resignation of the employment of the following substitute teacher for the 2014-2015 school year:

<b>LAST</b>	<b>FIRST</b>	<b>LONG-TERM SUBSTITUTE TEACHING AREA(S)</b>	<b>EFFECTIVE CONTRACT DATE</b>
Bernal	Jennifer		August 22, 2014

5. Jennifer Rue, Interactive Media Instructor, moved to Class V, Step 1 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2014-2015 school year
6. William Peters, Engineering Technologies Instructor, moved to Class VII, Step 16 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2014-2015
7. Employment of Janice Anderson, for assistance with placement, enrollment and retention, for both high school and adult education, part-time/supplemental/hourly/as needed/per time sheets, not to exceed 200 hours, effective September 18, 2014 for the 2014-2015 school year at a rate of \$28.75 per hour
8. Employment of the following personnel as Extra Help Tutors for the 2014-2015 school year as needed, per time sheets:

<b>LAST</b>	<b>FIRST</b>	<b>STEP</b>	<b>HOURLY RATE</b>
Bartel	Lori	5 Bachelors	\$22.69
Majka	Jennifer	1 Masters	\$21.42

9. Employment of the following for 2014-2015 supplemental positions per the negotiated agreement:

<b>WCSCC RESIDENT EDUCATOR PROGRAM MENTORS</b>	
3.0%	Scott Brown
3.0%	Gregg Gillespie
3.0%	Brett Gough

3.0%	Kathy Hanna
3.0%	Shannon Hornacek
3.0%	Kimberly Huffman
3.0%	Amber Long
3.0%	Jennifer Majka
3.0%	Rod Martell
3.0%	Shelly Perry
3.0%	Catina Stecz
3.0%	Amy Tietz
3.0%	Bruce Woodruff
3.0%	Liala Zimmerman
<b>WEEKDAY SCHOOL MONITORS</b>	
\$12.00 per hour	Vickie Ickes
\$12.00 per hour	Michelle Peck
\$12.00 per hour	Christina Rutter
<b>PARKING LOT MONITORS</b>	
\$12.00 per hour	Gregg Gillespie
<b>SkillsUSA ASSISTANT</b>	
1.5%	Bruce Steiner
<b>EPEC CHAIR</b>	
1.5%	Keri Merickel

10. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, for the 2014-2015 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE DATE
Glessner	Dick	Adult Education Certified	III	10	\$26.20	9/17/14
Murphy	Nathan	Adult Education Certified	II	6	\$20.37	9/17/14
Plantz	Clarence	Adult Education Certified	II	14	\$25.80	8/18/14

11. Employment of the following certified individuals to substitute in area(s) indicated for the 2014-2015 school year:

LAST	FIRST	LONG-TERM SUBSTITUTE TEACHING AREA(S)	EFFECTIVE DATE
Hughes	Karen	PCT	9/18/14
Knapp	Danielle	COS	9/15/14

B. Classified Employment

1. Amend the previously approved contracts for the hourly rates based on new pay scales (effective July 1, 2014) for the following persons, part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2014-2015 school year:

NAME	POSITION	HOURLY RATE	CLASS	STEP
Anderson, John	Aide/Monitor	\$10.97	I	4
Beery, Norman	Aide/Monitor	\$10.97	I	4
Decker, Lori	Casual Labor	\$10.04	I	1
Griffith, Allen	Maint/IT	\$10.34	I	2
Hackett, Josh	Casual Labor	\$10.04	I	1
Hobbs, Christine	Aide/ Monitor	\$10.34	I	2
Johnson, Corey	Casual Labor	\$10.34	I	2
Keener, Kathy	Aide/Monitor	\$10.34	I	2
Lessiter, Heather	Aide/Monitor	\$10.04	I	1
Neer, Theda	AA	\$14.31	I	13
Overstreet, Heather	AA	\$10.34	I	2
Overstreet, Monique	Aide/Monitor	\$10.65	I	3
Peck, Michelle	Aide/ Monitor	\$10.04	I	1
Pumphrey, Celia	Aide/Monitor	\$10.65	I	3
Rutter, Christina	Aide/Monitor	\$11.30	I	5
Shaffer, Margaret	Aide/Monitor	\$11.64	I	6
Shelly, Darlene	Cashier	\$10.65	I	3
Smith, Rocky	Aide/Monitor	\$10.34	I	2
Spangler, Brian	Cashier	\$10.04	I	1
Waggy, Pam	Aide	\$13.90	I	12
Yarman, Trina	Aide	\$10.97	I	4

2. Amend the previously approved contracts for the hourly rates based on new pay scales (effective July 1, 2014) for the following persons, part-time/hourly/as needed/per time sheets, with a maximum of 29.5 hours per week (unless specifically noted) for the 2014-2015 school year:

NAME	POSITION	NOTES	HOURLY RATE	CLASS	STEP
Brown, Nancy	Bus Driver		\$17.57	II	1
Gillespie, Gregg	Greenhouse Maintenance	Hrly/time shts as needed	\$14.31	I	13
Haley, Jason	Casual Labor		\$10.34	I	2
Keener, Kathy	Bus Driver		\$18.64	II	3
Long, Amber	Animal Care/Feeding	Hrly/time shts as needed	\$13.10	I	10
Mullet, Chester	Bus Driver		\$17.57	II	1
Waggy, Pam	Grocery Shopping/Field Trip Monitor/Pre-School	maximum of 60 hours	\$13.90	I	12

	Orientation and Conferences				
Wellert, Craig	Vehicle Maintenance	Hrly/time shts as needed	\$15.19	I	15

3. Amend the previously approved contracts for the hourly rates based on new pay scales (effective October 6, 2014) of the following individuals to substitute in area(s) indicated for the 2014-2015 school year:

LAST	FIRST	AREA	HOURLY RATE	STEP
Blough	Amy	Aide/Monitor	\$9.74	0
Blough	Amy	AA	\$11.30	5
Bogner	Juanita	Aide/Monitor	\$9.74	0
Bogner	Juanita	AA	\$11.30	5
Bowman	Marisa	Aide/Monitor	\$9.74	0
Bowman	Marisa	AA	\$11.30	5
Canfield	Marjorie	Aide/Monitor	\$9.74	0
Conrad	Zenobia	AA	\$11.30	5
Flinn	Rita	Aide/Monitor	\$9.74	0
Jacobs	Regina	AA	\$12.35	8
Johnson	Elizabeth	AA	\$12.35	8
McPherson	Lawrence	Custodian	\$12.72	9
Miller	Ericka	AA	\$11.64	6
Neuenschwander	Beverly	AA	\$12.35	8
Overstreet	Heather	AA	\$11.99	7
Schar	Deb	Aide/Monitor	\$9.74	0
Schar	Deb	Cook	\$10.34	2
Shelly	Darlene	Aide/Monitor	\$10.04	1
Shelly	Darlene	Cook	\$10.65	3
Shields	Kathy	AA	\$12.35	8
Shook	Suzanne	Aide/Monitor	\$9.74	0
Shook	Suzanne	AA	\$11.30	5
Stephenson	Deborah	Aide/Monitor	\$10.34	2
Stephenson	Deborah	Cook	\$10.34	2
Stephenson	Deborah	AA	\$11.64	6
Stephenson	Deborah	Custodian	\$13.10	10
Suppes	Allison	Aide/Monitor	\$9.74	0
Taylor	Patricia	Aide/Monitor	\$9.74	0
Taylor	Patricia	Cook	\$10.34	2
Taylor	Patricia	AA	\$11.30	5
Taylor	Patricia	Custodian	\$12.72	9



Troyer	Janet	Aide/Monitor	\$9.74	0
Troyer	Janet	Cook	\$10.34	2
Troyer	Janet	AA	\$11.30	5
Woodruff	Lisa	Aide/Monitor	\$10.04	1
Woodruff	Lisa	Cook	\$10.34	2
Woodruff	Lisa	AA	\$11.64	6
Workman	Johnny	Custodian	\$12.72	9
Zimmerman	Wanda	Aide/Monitor	\$9.74	0
Zimmerman	Wanda	AA	\$11.30	5

4. Approval of the employment of the following person as Classified Personnel, part-time/as needed/per time sheets/per schedule for the 2014-2015 school year:

LAST	FIRST	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Martell	Rod	Bus Driver	0	\$17.27	8/25/14

C. Consultant Contracts (**none**)

D. Volunteers:

1. Approval of the following volunteers for Adult Basic & Literacy Education (ABLE) the 2014- 2015 school year:

LAST	FIRST	BACKGROUND INFORMATION
Beane	Donald	Returning ABLE Volunteer for Wooster; retired from College of Wooster
Boyer	Lloyd	Returning ABLE Volunteer for Wooster; retired from Wooster City Schools
Conner	Betty	Wooster ABLE Day Volunteer; retired from College of Wooster
Fate	Douglas	Returning ABLE Volunteer for Rittman; retired from Aircraft Braking Systems Corp.
Harvey	Marc	Returning ABLE Volunteer for Orrville; employee of Living Water Community Church
Schmid	Cathy	Returning ABLE Volunteer for Wooster; works at People to People Ministries
Weber	Myron	Returning ABLE Volunteer for Rittman; employed at Andreas Furniture
Wolck	Barbara	Returning ABLE Volunteer for Wooster; works at Books in Stock

E. Approval to remove the following from inventory (**none**)

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

## V. REGULAR AGENDA

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

1. Approval of a Sports Training Facility Lease and Program Transportation Agreement for the Exercise Science and Sports Medicine program at Wooster High School for a total of \$9,000 (3 payments at \$3,000) for the 2014-2015 school year (copies available)
2. Per the Ohio Department of Education (ODE), Nathan Greenough will be taken out of EMIS for his time from August 18, 2014 through May 27, 2015 at the Wayne County Schools Career Center and will be contracted directly with Northwestern Local Schools.
3. Approval of an agreement for the Medical Assisting Advanced Placement Bridge Program (copies available)
4. Approval of an agreement with the Tri-County Educational Service Center to provide educational services for the 2014-2015 school year at a cost of up to \$18,500
5. Approval of an agreement with the Tri-County Educational Service Center to provide employment services for the 2014-2015 school year at a cost of up to \$545,034
6. Approval for use of a 1986 Volkswagen for use in the instruction of Auto Technologies students, and then the return of the vehicle to Stark State upon completion of instruction
7. Approval to apply for a renewal grant in the approximate amount of \$50,000 from the Orrville United Way for the Adult Basic & Literacy Education & Families Learning Together programs

### *Motion to approve Grants and Agreements (Roll Call)*

### B. Resolutions (**Roll Call**) none

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

1. Approval of the revised Cosmetology Handbook (copies available)
2. Approve the following job descriptions (copies available):
  - a. Supplemental – HSTW Leader
  - b. Supplemental – Club Advisor
  - c. Supplemental – CTSO Advisor
  - d. Supplemental – Department Chair
  - e. Supplemental – HSTW Assistant
  - f. Teaching Assistant – Medical Assisting
  - g. Teaching Assistant – Auto Technologies
  - h. Teaching Assistant – Cosmetology
  - i. Teaching Assistant – Culinary Arts

***Motion to approve Documents and Materials (Voice)***

**VI. NEW BUSINESS (ROLL CALL)**

- A. Approval of a video surveillance purchase from DataServ in the amount of \$79,237.80 (copies available)

***Motion to approve Item A. (Roll Call)***

- B. Approval of a video surveillance servers purchase from CDW-G in the amount of \$33,135.86 (copies available)

***Motion to approve Item B. (Roll Call)***

**VII. ITEMS OF DISCUSSION**

- A. First reading of the revised Course of Study for the following (copies available):
1. Agriculture and Industrial Power Technology
  2. Graphic Design and Photography
- B. First reading of the following textbook ) copy available:
1. Electronics and Electrical Systems, 9<sup>th</sup> edition. 2012, Deere & Company ISBN# 0-86691-382-3
- C. Board discussion

**VIII. EXECUTIVE SESSION**

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

**IX. MOTION TO ADJOURN (VOICE)**

**NOTE: The next Regular Board Meeting will be held on Wednesday, October 15, 2014. The reception will begin at 7:00 P.M. and the meeting will begin at 7:30 P.M.**