



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

Wednesday, September 23, 2015
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 23, 2015 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
 - 1. Reno Contipelli of the Ohio School Boards Association will be presenting an award
- E. Motion to approve the minutes from the August 5, 2015 Special Meeting **(Exhibit B.1)** and the August 19, 2015 Regular Meeting **(Exhibit B.2) (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)** – to be provided at the meeting

- B. Principal’s Report **(Exhibit E)**

- C. Important Upcoming Dates and Times

EVENT	DATE	LOCATION	TIME
Parent Teacher Conferences	10/1/15	WCSCC	4:00 – 8:00 p.m.
Staff In-Service Day	10/16/15	WCSCC	
End of 1 st 9 Weeks	10/16/15	WCSCC	
WCSCC Board of Education Meeting	10/21/15	G101	7:00 p.m. reception/ 7:30 p.m. meeting
Advisory Committee Meetings	11/5/15	WCSCC Commons	4:45-7 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 2015 **(Exhibit F)**
2. Approval of the Financial Reports for August 2015 **(Exhibit G)**
3. Approval of the FY16 Permanent Appropriations **(Exhibit H)**
4. Approval to accept the following donations:
 - a. Various supplies from the New Life Clinic in Mount Eaton, OH for use in the Medical Assisting program, with an approximate value of \$350
 - b. Donations from the following businesses and organizations for the Drug Free Clubs of America program:

BUSINESS	LEVEL	AMOUNT
D&S Distribution, Inc.	Bronze	\$ 500
Wooster Glass Company, Inc.	Silver	\$1,500
TOTAL		\$2,000

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. Approval of the revised Adult & Community Education Daily Salary Schedule **(Exhibit I)**
2. Approval of the revised Instructor’s Contract for Adult & Community Education **(Exhibit J)**
3. Kimberly Huffman, Social Studies Instructor, moved to Class VI, Step 19 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2015-2016 school year
4. Mindy Hartzler, AAA Tutor, moved to Class VI, Step 17 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2015-2016 school year

5. Ashley Repp, Special Education Coordinator, moved to Class VI, Step 7 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2015-2016 school year
6. Employment of the following for 2015-2016 supplemental positions per the negotiated agreement:

Others		
Dual Enrollment	1.5%	Kelly Calderone-Davis
Dual Enrollment	1.5%	Kimberly Huffman
Dual Enrollment	1.5%	Jennifer Majka
Dual Enrollment	1.5%	Kelly Miller

7. Employment of the following for 2015-2016 school year supplemental positions per the negotiated agreement:

WCSCC RESIDENT EDUCATOR PROGRAM MENTORS	
3.0%	Scott Brown
3.0%	Gregg Gillespie
3.0%	Kathy Hanna
3.0%	Shannon Hornacek
3.0%	Kimberly Huffman
3.0%	Amber Long
3.0%	Jennifer Majka
3.0%	Amy Tietz
3.0%	Bruce Woodruff
3.0%	Liala Zimmerman
PARKING LOT MONITORS	
\$12.00 per hour	Jeff Mehling
EPEC CHAIR	
1.5%	Deb McDonald

8. Approval for John Miller as Certified Teaching Consultant for 200 hours @ Masters - \$25.05/hr. effective August 18, 2015 for the 2015-2016 school year
9. Employment of the following personnel as Extra Help Tutors for the 2015-2016 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Black	Dannielle	1 Masters	\$21.66
Davis	Dan	0 Bachelors	\$18.99
Ehlert-Mowery	Donna	8 Masters	\$29.56
Gerber	Mark	4 Masters	\$25.05
Gillespie	Gregg	5 Masters	\$26.17

Nichols	Julia	2 Bachelors	\$20.65
Plank	Deb	0 Bachelors	\$18.99
Stebbins	Sandy	5 Bachelors	\$22.69
Squirrel	Bev	0 Masters	\$20.87

10. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, for the 2015-2016 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Demiter	Cynthia	Adult Education Certified	IV	10	\$29.47	09/24/15
Flinner	Susan	Instructor, ABLE Adult Literacy, FLT Rotary	Masters	1	\$16.00	09/24/15
Immel	Jessica	Adult Education Certified – Supplemental	AE2	10	\$30.49	08/24/15
Johns	Aimee	Adult Education Certified	III	2	\$20.68	09/24/15
Kurfiss	Sonya	Adult Education Certified	IV	7	\$26.97	09/24/15
Marion	Vanessa	Adult Education Certified	II	2	\$18.10	08/10/15
Nussbaum	Connie	Adult Education Certified	IV	10	\$29.47	09/24/15
Orient	Monica	Adult Education Certified	IV	5	\$25.43	09/24/15
Steiner	Florence	Adult Education Certified	IV	10	\$29.47	09/24/15
Tylka	Jann	Adult Education Certified	III	7	\$23.98	09/24/15
Zuercher	Timothy	Instructor, ABLE, Adult Literacy	BA/BS	1	\$14.00	09/24/15

11. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, for the 2015-2016 year:

LAST	FIRST	AREA	CLASS	STEP	DAYS	EFFECTIVE
Fields	Kevin	Adult Education Certified – Supplemental	AE1	Step 8 \$174.72 per day	70 days at 6.25 hour per day	09/24/15

12. Amend the previously approved contracts for the following certified personnel for Adult & Community Education for the 2015-2016 school year:

LAST	FIRST	AREA	CLASS	STEP	# OF DAYS
Tresch	Dawn	Adult Education Nursing	AE1	19	159

13. Employment of the following certified individuals to substitute in area(s) indicated for the 2015-2016 school year:

LAST	FIRST	LONG-TERM SUBSTITUTE TEACHING AREA(S)	EFFECTIVE DATE
Johns	Aimee	School Nurse	09/01/15
Munn	Sarah	Academic and Career Tech	09/23/15
Stafford	Erika	Academic and Teaching Assistant	09/23/15
Wohlheter	Karen	Career Tech - Cosmetology	09/23/15

14. Employment of the following certified individuals to substitute in area(s) indicated, effective August 18, 2015 (unless otherwise noted) for the 2015-2016 school year:

LAST	FIRST	TEACHING AREA(S)	CLASS	STEP	RATE	DEGREE	EFFECTIVE DATE
Gagnon	Beth	Nursing	V	15	\$37.97	MSN	
Halloran	Dianne	Nursing	IV	6	\$26.19	BSN	
Hughes	Karen	Nursing	IV	9	\$28.62	BSN	
Johns	Aimee	Nursing	III	2	\$20.68	AND	
Manos	Stacey	Nursing	V	11	\$33.73	MSN	
Miller	Kimberly	Nursing	IV	8	\$27.78	BSN	
O'Brien	Katherine	Nursing	IV	8	\$27.78	BSN	
Steiner	Florence	Nursing	IV	10	\$29.47	BSN	
Tylka	Jann	Nursing	III	7	\$23.98	AND	
Widmer	Jody	Nursing	IV	8	\$27.78	BSN	7/1/15 retroactive

B. Classified Employment

1. Approval of the revised Casual Labor Wage Scale (**Exhibit K**)
2. Approval of the revised Classified Substitute Hourly Wage Scale (**Exhibit L**)
3. Approval of the employment of the following persons as Classified Personnel, part-time/as needed/per time sheets/per schedule for the 2015-2016 school year:

LAST	FIRST	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Gasser	Jerry	Bus Driver II	0	\$17.27	8/18/15

4. Employment of the following person(s) to substitute in area(s) indicated for the 2015-2016 school year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Murzin	Stephanie	Classified Sub – AA	5	\$11.30	9/23/15
		Classified Sub – Cook/Cashier	2	\$10.04	9/23/15
		Classified Sub – Aide/Monitor	0	\$9.74	9/23/15

Stafford	Erika	Classified Sub – AA	5	\$11.30	9/23/15
		Classified Sub – Aide/Monitor	2	\$10.04	9/23/15

- Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2015-2016 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Hill	Lindsey	Child Care Aide, FLT Rotary	Classified Aide	8	\$9.40	09/08/15

C. Consultant Contracts (none)

D. Volunteers

- Approval of the following volunteers for Adult Basic & Literacy Education (ABLE) for the 2015-2016 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
Ditch	Barbara	Returning ABLE Day Volunteer; retired from Wayne Co. Children Services
Fate	Douglas	Returning ABLE Volunteer for Rittman; retired from Aircraft Braking Systems Corp.
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 for the purpose of trade-in for engines needed in the Auto Technologies program:

- 1996 Audi WAUGA89TN110809
- 1998 Toyota Camry 4T1B622K2WU259147

F. Approval to dispose of the following items:

- Various/miscellaneous items (**Exhibit M**)
- 21 books: Computers in the Medical Office, 2009
- 18 books: Keeping Financial Records for Business, 2006
- 6 books: Professional Office Procedures, 2009

5. 291 books: American Government, McGruder's, 2007
6. 75 books: The Americans, McDougall Holt, 2008

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

1. Per the Ohio Department of Education (ODE), Cameron Cline and Hope Leiby will be taken out of EMIS for their time from August 18, 2015 through May 25, 2016 at the Wayne County Schools Career Center and will be contracted directly with Northwestern Local Schools
2. Approval to request services, choose vendors, and enter into contracts for Category 1 and Category 2 services such as the following: local and long distance telephone service, wireless voice service, managed wireless, 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.
3. Approval of a Partner Agreement with Learning Resources Network, Inc. (LERN) for the purpose of providing an online course platform designed to support asynchronous, teacher-led, noncredit online education to Adult & Community Education students
4. Approval to apply for a renewal grant in the approximate amount of \$40,000 from the Orrville United Way for the Adult Basic & Literacy Education & Families Learning Together programs
5. Approval for WCSCC to host the SkillsUSA Regional Competition at WCSCC on Saturday, February 27, 2016, with an inclement weather date of Saturday, March 5, 2016

Motion to approve Grants and Agreements (Roll Call)

B. Resolutions (Roll Call)

1. Approval of a resolution for participation in the 2015 Stark County ESC Bus Bid Consortium for the purchase of a new 72 passenger bus during FY16 (**Exhibit N**)

Motion to approve Resolution 1. (Roll Call)

C. Documents and Materials (Voice)

1. Approval of the following revised/new board policies:

SECTION	NUMBER	STATUS	TITLE
Policy	1530	Revised	Evaluation of Directors and Other Administrators
Policy	2271	Revised	College Credit Plus

Policy	2413	New	Career Advising
Policy	3412	Revised	Establishment and Change of Classification
Policy	5114	Revised	Nonimmigrant Students and Foreign-Exchange Students
Policy	5340	Revised	Student Accidents
Policy	5350	Revised	Student Suicide
Policy	8390	Revised	Animals on District Property
Policy	8400	Revised	School Safety

2. Approval of the following job descriptions (copies available)
 - a. Marketing Coordinator, Adult & Community Education
 - b. Adult Education Practical Nursing (AEPN) Tutor

3. Approval of the following overnight field trip request (copies available):
 - a. *Approximately 26 students, 2 advisors, and 4 parents to attend (pending BCI/FBI background checks)*
 FFA – Ag Mechanics and Power Technologies
 National Farm Machinery Expo
 Kentucky State Fairgrounds – Louisville, KY
 February 11-14, 2016

4. Approval of the 2015-2016 Human Resources Flow Chart with names (**Exhibit O**)

5. Approval of the 2015-2016 Human Resources Flow Chart with positions (**Exhibit P**)

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Approve the lease of an Orrville bus, at a cost of \$1 per year, for transportation of Adult Basic & Literacy Education (ABLE), English for Speakers of Other Languages (ESOL), and Families Learning Together (FLT) students

Motion to approve Item A. (Roll Call)

- B. Approval of a bid from Hagen Well Service, for a total of \$16,475, to plug gas well #3 on WCSCC grounds. This price includes plug and abandon existing well in accordance with Ohio Department of Natural Resources (ODNR) rules and regulations. (copies available)

Motion to approve Item B. (Roll Call)

VII. ITEMS OF DISCUSSION

- A. Rental of 12 acres of WCSCC property to an adjoining farm
- B. First reading of the revised Adult & Community Education Program Handbook (copies available)
- C. Board discussion

VIII. EXECUTIVE SESSION

- A. Executive Session (for the purpose of consideration of employment of a public employee)
(Roll Call)

IX. MOTION TO ADJOURN (VOICE)

**NOTE: The next Regular Board Meeting will be held on Wednesday, October 21, 2015.
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**