



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

Wednesday, December 19, 2018

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 December 19, 2018 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Student Program Recognition
 - a. Reno Contipelli of the Ohio School Boards Association will be recognizing the WCSCC Criminal Justice Program as the NE Region Career Technical Program of the Year
- F. Motion to approve the minutes from the November 21, 2018 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: Dan Stavnezer
 - Staff Liaison: Jeff Schleich

3. Facilities Committee
Chair: Frank Besancon
Asst. Chair: Lisa Gwin
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: Philip Keener
Asst. Chair: TJ DeAngelis
Staff Liaison: Matt Brown
7. Technology and Assessment Committee
Chair: Don Noble
Asst. Chair: Larry Acker
Staff Liaison: Cheryl Boyer

H. Executive Session (for the purpose of investigation of charges or complaints against a student)
(Roll Call)

II. SUPERINTENDENT'S REPORT (VOICE)

- A. Director's Report (**Exhibit D**)
- B. Principal's Report (**Exhibit E**)
- C. College and Career Readiness Report (**Exhibit F**)
- D. Important Upcoming Dates and Times

| EVENT | DATE | DAY | LOCATION | TIME |
|----------------------------------|---------|-----|------------------|---------------------------|
| Career Tech Tuesday Visits | 1/15/19 | T | WCSCC | |
| WCSCC Board of Education Meeting | 1/15/19 | T | G101/ Board Room | 8:00 p.m. Regular Meeting |

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 November 2018 **(Exhibit G)**
2. Approval of the Financial Reports for November 2018 **(Exhibit H)**
3. Approval to accept the following donation:
 - a. 2003 Subaru Legacy to be used by the Auto Technologies program from Leland Flox, with an approximate value of \$1,853

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 Robin Blackie, AE Dental Assisting Instructor, effective December 30, 2018
2. Resignation of Julie Nussbaum, AE Cosmetology Instructor, effective December 20, 2018
3. Approval of unpaid leave of absence for Taylor Bauman, Math Instructor, from April 1, 2019 through April 30, 2019
4. Lauren Romano, Math Instructor, moved to Class III, Step 5 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2019-2020 school year
5. Employment of the following Certified Personnel for Adult & Community Education, full-time/supplemental/hourly, regularly scheduled, effective 01/02/19-06/30/19:

| LAST | FIRST | AREA | CLASS | STEP | HOURLY RATE | EFFECTIVE |
|---------|-------|---|-------|------|-------------|-----------|
| Blackie | Robin | Adult Education Certified – minimum of 840 hours/ maximum of 1400 hours per fiscal year | II | 14 | \$25.80 | 01/02/19 |

6. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019 year:

| LAST | FIRST | AREA | CLASS | STEP | HOURLY RATE | EFFECTIVE |
|---------|----------|---------------------------|-------|------|-------------|-----------|
| Steiner | Florence | Adult Education Certified | IV | 15 | \$34.17 | 12/19/18 |

7. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2018-2019 school year:

| LAST | FIRST | AREA | CLASS | STEP | DEGREE | HOURLY RATE | EFFECTIVE |
|---------|----------|------------|-------|------|--------|-------------|-----------|
| Clutter | Jason | HS Nursing | IV | 10 | BSN | \$29.47 | 12/11/18 |
| Lovejoy | Bobbi Jo | HS Nursing | IV | 11 | BSN | \$30.36 | 11/27/18 |

B. Classified Employment

1. Resignation of Melissa Chupp, Account Clerk, effective at the end of the day on Friday, March 1, 2019
2. Rescind the contract for employment of the following classified individual(s) to substitute in area(s) indicated for the 2018-2019 school year:

| LAST | FIRST | SUB AREA | STEP | HOURLY RATE | EFFECTIVE DATE |
|----------|--------|----------|------|-------------|----------------|
| Nussbaum | Connie | Aide | 2 | \$10.34 | 11/01/18 |

3. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2018-2019 school year:

| LAST | FIRST | SUB AREA | STEP | HOURLY RATE | EFFECTIVE DATE |
|----------|-------|-----------|------|-------------|----------------|
| Nussbaum | Julie | Aide | 2 | \$10.34 | 11/01/18 |
| Wagner | Larry | Custodian | 9 | \$12.72 | 12/19/18 |

C. Consultant Contracts

1. Greg Thompson, Adult, Child & Infant CPR, on or about January 30, 2019, \$220
2. Greg Thompson, Adult, Child & Infant CPE, on or about April 3, 2019, \$220
3. Greg Thompson, First Aid Basics, on or about January 22 & 23, 2019, \$300
4. Greg Thompson, First Aid Basics, on or about March 26 & 27, 2019, \$300
5. Greg Thompson, First Aid Refresher, on or about February 21, 2019, \$150
6. Greg Thompson, First Aid Refresher, on or about April 25, 2019, \$150

7. Tami Custer, Floral Arranging – Winter Bird Fresh Flower Arrangement, on or about January 9, 2019, \$24 per person
8. Tami Custer, Floral Arranging – Valentine’s Arrangement, on or about February 13, 2019, \$24 per person
9. Tami Custer, Floral Arranging – Artificial Spring Wreath, on or about March 13, 2019, \$24 per person
10. Tami Custer, Floral Arranging – April Showers Mini Umbrella, on or about April 10, 2019, \$24 per person
11. Dennis Lipp, Painting for the Soul, on or about April 4 – April 15, 2019, \$50 per student
12. Ramsier Financial Services, Retirement Planning Today, on or about January 24, 2019 & January 31, 2019, \$25 per student
13. Ramsier Financial Services, Retirement Planning Today, on or about January 29, 2019 and February 5, 2019, \$25 per student

D. Volunteers:

- a. Approval of the following volunteer for Aspire for the 2018-2019 school year:

| LAST | FIRST | BACKGROUND INFORMATION |
|-------|---------|---|
| Ditch | Barbara | Returning Aspire Volunteer; retired from Ashland University & People to People Ministries |

E. Approval to remove the following from inventory:

- a. Two pedicure units, due to poor condition and inability to be disinfected properly (bar codes 00004657 and 00004656)
- b. Outdated facial machine (bar code 11417 – old style sticker/tag)
- c. Various computer items from IT to be disposed of and/or recycled as they are no longer working or usable (copies available)

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

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

1. Approval of a school/institutional membership with the Orrville Area Chamber of Commerce for 2019 for a cost of \$225
2. Approval of a school/institutional membership with the Wooster Area Chamber of commerce for 2019 for a cost of \$370
3. Approval to continue membership in the Ohio School Boards Legal Assistance Fund for January 1, 2019 through December 31, 2019 for a cost of \$250, which is the same as last year’s cost (copies available)
4. Approval of a Business Associate Agreement with The Ohio Masonic Home for the purpose of providing the clinical component for the Adult Practical Nursing Program (copies available)

5. Approval of an Affiliation Agreement with Western Reserve Masonic Community for the purpose of providing the clinical component for the Adult Practical Nursing Program (copies available)
6. Approval of an Affiliation Agreement with the Wooster Community Hospital Lab for the purpose of providing the clinical component for the Adult Practical Nursing Program (copies available)

Motion to approve Grants and Agreements (Roll Call)

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

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

1. Approval of the following overnight field trip requests (copies available):
 - a. *Approximately 19 students, 3 advisors, and 0 parents to attend*
 Educator's Rising
 Educator's Rising State Conference and Competition
 Capitol University – Columbus, OH
 February 27 – March 1, 2019
 - b. *Approximately 3 students, 1 advisor (SkillsUSA State Director Jackie Walker will be in charge of all Ohio students), and 0 parents to attend*
 SkillsUSA
 Regional Officers Training Institute (ROTI)
 SkillsUSA National Headquarters for Leadership Training – Washington DC
 January 20-25, 2019
2. Approval of the following revised/new board policies:

| NUMBER | STATUS | TITLE |
|---------|---------|---|
| 0131 | Revised | Legislative |
| 0141.2 | Revised | Conflict of Interest |
| 0164 | Revised | Notice of Meetings |
| 0165.1 | Revised | Regular Meetings |
| 0165.2 | Revised | Special Meetings |
| 0165.3 | Revised | Recess/Adjournment |
| 0166 | Revised | Executive Session |
| 0168 | Revised | Minutes |
| 0169.1 | Revised | Public Participation |
| 1240.01 | Revised | Non-reemployment of the Superintendent |
| 1422 | Revised | Nondiscrimination and Equal Employment Opportunity |
| 1541 | Revised | Termination and Resignation |
| 1662 | Revised | Anti-Harassment |
| 2111 | Revised | Parent and Family Involvement |
| 2260 | Revised | Nondiscrimination and Access to Equal Educational Opportunity |
| 2370.01 | New | Blended Learning |

| | | |
|---------|---------|--|
| 3122 | Revised | Nondiscrimination and Equal Employment Opportunity |
| 3140 | Revised | Termination and Resignation Termination |
| 3362 | Revised | Anti-Harassment |
| 4122 | Revised | Nondiscrimination and Equal Employment Opportunity |
| 4140 | Revised | Termination and Resignation |
| 4162 | Revised | Drug and Alcohol Testing of CDL License Holders and other Employees who perform safety Sensitive Functions |
| 4362 | Revised | Anti-Harassment |
| 5517 | Revised | Anti-Harassment |
| 5517.02 | Revised | Sexual violence |
| 5610 | Revised | Removal, Suspension, Expulsion, and Permanent Exclusion of Students |
| 5610.02 | Revised | In-School Discipline |
| 5610.03 | Revised | Emergency Removal of Students |
| 5611 | Revised | Due Process Rights |
| 6320 | Revised | Purchases |
| 6325 | Revised | Procurement – Federal Grants/Funds |
| 6423 | Revised | Use of Credit Cards |
| 6424 | New | Purchasing Cards |
| 8141 | Revised | Mandatory Reporting of Misconduct by Licensed Employees |
| 8403 | New | School Resource Officer |
| 8451 | Revised | Disease Carrying and/or Transmitting Insects |

3. Approval of the following job descriptions (copies available):

- a. Account Clerk I
- b. Administrative Assistant – Attendance/Reception
- c. AE Teacher – Career and Technical

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Appointment of _____ to serve as President Pro-Tempore for the 2019 Organizational Meeting and to set the first item of business for the January Regular Meeting as the Public Budget Hearing
- B. Approval of the Wayne County Schools Career Center No Charge Rules as follows (Note: ODE requires approval of wording):

In the event that a student forgets his/her lunch money, or does not have sufficient funds on his/her account, it is then the student's responsibility to get permission from an Administrator to use the Career Center's account BEFORE coming into the Cafeteria. Otherwise, the lunch will be saved until the student has the Administrator's approval.

If a student must use the WCSCC account, repayment is expected the following school day.

VII. ITEMS OF DISCUSSION

- A. Discussion of Wayne County JVSD 2019 Regular Board Meetings – Date and Time
(copies available)
- B. Board discussion

VIII. EXECUTIVE SESSION (if needed) (Roll Call)

IX. MOTION TO ADJOURN (VOICE)

NOTE: The next Organizational Meeting will be held on Tuesday, January 15, 2019 at 8:00 p.m. with the Regular Meeting immediately following