



Kip Crain, Superintendent
Mary A. Workman, Treasurer
Matt Brown, Principal

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**THE WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Wednesday, June 20, 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 June 20, 2018 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Motion to approve the minutes from the May 16, 2018 Regular Meeting **(Exhibit B) (Voice)**
- F. 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

G. Executive Session (**Roll Call**)

II. SUPERINTENDENT'S REPORT (VOICE)

- A. Director's Report (**Exhibit D**)
- B. Principal's Report (**Exhibit E**)
- C. Safety and Security Update
- D. Wellness Committee Update
- E. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
WCSCC Board of Education Meeting	7/18/18	W	G101/Board Room	7:00 p.m. Reception/ 7:30 p.m. Regular Meeting
WCSCC Board Workshop Meeting	8/15/18	W	G101/Board Room	4:00 p.m. – 7:00 p.m. (prior to the BOE 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 May 2018 **(Exhibit F)**
2. Approval of the Financial Reports for May 2018 **(Exhibit G)**
3. Approval of the FY18 Amended Appropriations **(Exhibit H – available at the meeting)**
4. Approval of the FY19 Temporary Appropriations **(Exhibit I)**
5. Approval of the following Fund Transfer after July 1, 2018 **(Exhibit J)**:

From:

001 General Fund	\$164,757
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To:

034 OSFC Maintenance Fund	\$164,757
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6. Approval to accept the blended 6.85% increase on Health Care Coverage through the Stark County COG beginning July 1, 2018 **(Exhibit K)**
7. Approval of the 2018-2019 Student Activity Account (SAA) Budgets proposed per the SAA Account Portfolio (copies available)
8. Approval of the 2018-2019 Rotary Account Budgets proposed per the Rotary Account Portfolio (copies available)
9. Approval to accept the proposal for property, fleet, and liability insurance with Ohio School Plan as presented. The new premiums are \$47,902, plus excess crime coverage at \$2,150 for a total of \$50,052. Ohio School Plan is endorsed by the OSBA, OASBO, and BASA (copies and premiums will be available at board meeting)
10. Approval of payment of \$3,522.50 to All-Events Rental for Senior Recognition Ceremony. Order was processed prior to PO being in place.
11. Approval to accept the following donations:
 - a. Donation of \$100 from Travelers Club for use in the RAMTEC program to purchase UltraEdit software
 - b. Fourth quarter donation of \$500 from Wooster Motor Ways (WMW Logistics, Inc.) for the Drug Free Clubs of America Program
 - c. Donation of a diesel engine from Americar Auto Specialties for use in the Truck Mechanics program for training purposes, with an approximate value of \$1,500

- d. Donation of a diesel engine from Kevin Weirich for use in the Truck Mechanics program for training purposes with an approximate value of \$1,500
- e. Donation of two device programmers from RBB Systems for use in the Electronics program for training purposes, with an approximate value of \$100
- f. Donation of M6 Fanuc Robot and GMF Robot from IST Ohio for use in the RAMTEC program for training purposes, with an approximate value of \$300
- g. Donation of \$240.52 from Elder Beerman – The Bon-Ton Stores, Inc. for the sale of Wooster Community Day Coupon Booklets

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. Employment of Ryan Fernandes, Integrated Science Instructor, Class V, Step 5, per the negotiated agreement for 185 days, effective August 14, 2018 for the 2018-2019 school year, pending receipt of Integrated Science Licensure
2. Employment of Peter Kerling, Culinary Arts Instructor, Class 1, Step 10, per the negotiated agreement for 185 days, effective August 14, 2018 for the 2018-2019 school year
3. Employment of Mathew Schaefer, Intervention Specialist – English, Class IV, Step 5, per the negotiated agreement for 185 days, effective August 14, 2018 for the 2018-2019 school year
4. Employment of Joan Kanne, Nursing Manager, for 16 scheduled work days effective from July 1, 2018 through July 31, 2018 for \$5,090.40 per Step 20 of the 215 day Manager's pay scale
5. Resignation of Clarence "Jake" Sullivan, ADP Monitor/At Risk Specialist, effective at the end of the day on August 14, 2018
6. Resignation of Paul Sites, AE Cosmetology Instructor, effective at the end of the day on June 7, 2018
7. Resignation of Linda Roberts, Aspire Instructor, effective at the end of the day on June 29, 2018

8. Danielle Starlin, School & Community Relations Coordinator, move to Class II, Step 12 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2018-2019 school year
9. Employment of the following Certified Personnel for extended time for the 2018-2019 school year per the negotiated agreement:

Days

5	Tracy Hackworth, School Nurse
1	Kelly Miller, Business Entrepreneurship
1	Julie Keener, Business Entrepreneurship
17	Michelle Bower, Counselor
8	Betty Hoefges, Counselor
14	TBD, Counselor
15	Linda Plybon, Special Education Coordinator
10	Ashley Repp, Special Education Coordinator
10	Dawn Gummo, Special Education Coordinator
5	Deb McDonald
3	Danielle Starlin, Ambassador Training
1	Rich Grimes

10. Employment of the following for 2018-2019 supplemental positions per the negotiated agreement:

CTSO		
FCCLA Advisor	2.0%	Deb McDonald
FFA Advisor - Ag Mechanics	1.0%	TBD
FFA Advisor - Animal Care	1.0%	Amber Long
FFA Advisor - Landscape and Plant	1.0%	Gregg Gillespie
SkillsUSA Advisor	3.5%	Warren Caskey
SkillsUSA Assistant	1.5%	Angela Ramsay
BPA	1.5%	Jennifer Rue
HOSA Advisor	3.0%	Andrew Nicholson
Department Chairs		
Business, Technology & Engineering	6.0%	Richard Grimes
Health & Education	6.0%	Liala Zimmerman
Construction, Mfg., & Mechanics	6.0%	Rod Martell
Student Services	6.0%	Linda Plybon
Public Services	6.0%	Mike Morabito
Mathematics	6.0%	Amy Tietz
Science/Social Studies Co-Chair	3.0%	Dan Davis
Science/Social Studies Co-Chair	3.0%	Theresa Morgan
English	6.0%	Brad Tietz
Student Clubs		
Key Club Advisor	2.5%	Beverly Squirrell
National Honor Society	2.5%	Jennifer Majka
Student Leadership Council	5.0%	Kimberly Huffman

Prom Advisor	2.5%	Danielle Black
Diversity	1.0%	Chris Seal
Student Ambassadors	5.0%	Danielle Starlin
Others		
HSTW Leader	6.0%	Theresa Morgan
HSTW Assistant	2.0%	Lori Bartel
Resident Educator Coordinator	7.0%	Deb McDonald
LPDC Chair	1.5%	Amy Tietz
Wellness Chair	1.5%	Jennifer Majka
Parking Lot Monitor	\$12/hour	Scott Brown
Parking Lot Monitor	\$12/hour	Gregg Gillespie
Parking Lot Monitor	\$12/hour	Brett Gough
Parking Lot Monitor	\$12/hour	Michael McMorrow
Parking Lot Monitor	\$12/hour	Clarence Sullivan
Dean of Students	8.0%	Bruce Woodruff
Banquets	\$100/event	TBD
Breakfast Banquets	\$50/event	TBD
Weekday School Monitor	\$12/hour	Brad Tietz
Weekday School Monitor	\$12/hour	TBD
Yearbook Co-Advisor	1.25%	Mike Morabito
Yearbook Co-Advisor	1.25%	Jennifer Rue
Webpage Co-Manager	1.25%	Heather Lessiter
Webpage Co-Manager	1.25%	Danielle Starlin
STAR	1.0%	Heather Lessiter
EPEC Chair	1.5%	Deb McDonald

11. Employment of the following personnel as Extra Help Tutors for the 2018-2019 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Black	Dannielle	4 Masters	\$26.32
Ehlert	Donna	8 Masters	\$31.06
Gillespie	Gregg	8 Masters	\$31.06
Majka	Jennifer	4 Masters	\$26.32
McMorrow	Michael	1 Bachelors	\$20.79
Squirrell	Beverly	3 Masters	\$25.13

12. Revision of the employment contract of the following Certified Personnel for Adult & Community Education, full-time, regularly scheduled, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Pfahler	Wanda	Adult Education Certified – New 1: 8 days (was 10 days) @ 9.5 hrs/day, 46 days (was 49 days) @ 8.75 hrs/day, 2 days @ 7 hrs/day,	IV	17	\$36.25	07/01/18

		88 days (was 75 days) @ 4.5 hrs/day, 1 day @ 13.25 hrs/day				
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13. Revision to the employment contract of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2018-2019 school year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Jones	Olivia	Adult Education Certified	V (was IV)	16 (was 19)	\$39.10	07/01/18

14. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective July 1, 2018 – July 31, 2018:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Kanne	Joan	Adult Education Certified – Supplemental	AE / Nursing Manager	20	\$45.45	07/01/18

15. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective August 1, 2018 – July 31, 2019:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Kanne	Joan	Adult Education Certified – Supplemental	AE / Nursing Manager	20	\$45.45	08/01/18

16. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Fields	Kevin	Adult Education Certified	III	11	\$26.99	07/01/18
Fish	James	Adult Education Certified	IV	20	\$39.61	07/01/18
Immel Jr.	David	Adult Education Certified	II	12	\$24.32	07/01/18
Leach	Jamie	Adult Education Certified	III	3	\$21.30	07/01/18
Nussbaum	Julie	Adult Education Certified	II	6	\$20.37	07/01/18
Ogden II	William	Adult Education Certified	II	14	\$25.80	07/01/18

17. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2018-2019 school year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Ball	Carol	Adult Education Certified	II	3	\$18.64	07/01/18
Bilinovich	Terez	Adult Education Certified	II	9	\$22.26	07/01/18
Boswell	Cynthia	Adult Education Certified	IV	10	\$29.47	07/01/18
Demiter	Cynthia	Adult Education Certified	II	0	\$17.27	07/01/18
Demiter	Cynthia	Adult Education Certified	IV	16	\$35.19	07/01/18
Edington	Denise	Adult Education Certified	IV	5	\$25.43	07/01/18
Elkevizth	Rebecca	Adult Education Certified	V	2	\$25.85	07/01/18
Garver	Krista	Adult Education Certified – Supplemental	III	6	\$23.28	07/01/18
Hartzler	Emily	Aspire, Adult Literacy, Literacy Ed, ESL Civics – Supplemental	V	3	\$26.63	07/01/18
Howard	Angela	Adult Education Certified	II	1	\$17.57	07/01/18
Howard	Angela	Adult Education Certified	IV	16	\$35.19	07/01/18
Ladrach	Sally	Adult Education Certified	II	0	\$17.27	07/01/18
Lee	Jacquelynn	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	4	\$17.50	07/01/18
Luke	Carolyn	Adult Education Certified	IV	18	\$37.34	07/01/18
Merickel	Keri	Adult Education Certified – Supplemental	III	15	\$30.37	07/01/18
O'Brien	Katherine	Adult Education Certified	IV	14	\$33.17	07/01/18
Ramsay	Angela	Adult Education Certified – Supplemental	IV	10	\$29.47	07/01/18
Reber	Tracey	Adult Education Certified	IV	9	\$28.62	07/01/18
Stephens	Samantha	Adult Education Certified	II	0	\$17.27	07/01/18
Stephens	Samantha	Adult Education Certified	IV	12	\$31.27	07/01/18
Stoller	Wendy	Adult Education Certified	IV	1	\$22.59	07/01/18
Stouffer	John	Adult Education Certified	IV	1	\$22.59	07/01/18
Tabellion	Joann	Adult Education Certified – Supplemental	IV	15	\$34.17	07/01/18
Tagliaferro	Helen	Adult Education Certified	IV	16	\$35.19	07/01/18

B. Classified Employment

1. Resignation of Cheryl Boyer, IT Manager, for the purpose of retirement effective at the end of the day on July 31, 2018
2. Resignation of Corey Johnson, IT Support Specialist, effective at the end of the day on May 25, 2018
3. Resignation of Kevin Hart, IT Support Specialist, effective at the end of the day on May 25, 2018
4. Approval of the reimbursement of \$59 to Jerry Gasser for bus driver re-certification expenses per submitted paid invoice report from Med Pro Group for Ohio Department of Education required physical exam and audiogram
5. Revision to the employment contract of the following person as full-time Classified Personnel for the 2018-2019 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Waggy, Pam	Aide	C	71 days + 5 holidays @ 5.5 hrs/day, 76 days + 3 holidays @ 7 hrs/day (was 6.5 hrs/day), 34 days + 2 holidays @ 4 hrs/day	I (Classroom Aide Scale)	16

6. Revision to the employment contracts of the following persons part-time/hourly/per time sheets/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2018-2019 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Gillespie, Gregg	Greenhouse Maintenance	C	Hrly/time shts as needed	I	17 (was 16)
Long, Amber	Animal Care/Feeding	C	Hrly/time shts as needed	I	14 (was 13)
Stephenson, Deborah	Casual Labor	2 of 2	Part time/hrly/as needed/per time sheets up to 29.5 hrs/wk	I	2 (was 1)
Waggy, Pam	ECE/Preschool Duties	C	Hrly/time shts as needed for a maximum of 60 hours	I	15 (was 14)

7. Employment of the following person part-time/hourly/per time sheets/as needed, with a maximum of 4 hours for the remainder of the 2017-2018 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Beery, Norm	Casual Labor – for Ag Mechanics Lab/ Customer Service	New 1	Hrly/time shts as needed	I	7	6/4/18-6/30/18

8. Employment of the following person part-time/hourly/per time sheets/as needed, with a maximum of 4 hours for the 2018-2019 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Beery, Norm	Casual Labor – for Ag Mechanics Lab/ Customer Service	New 1	Hrly/time shts as needed	I	7	7/1/18-8/15/18

9. Revision to the employment contracts of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2018-2019 school year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Clevenger	Therese	Office, Aspire, Adult Literacy, Literacy Ed, ESL, AE <i>(added)</i>	Classified Office	15	\$15.40	07/01/18
Reichert	Sharon	Office, Aspire, Adult Literacy, Literacy Ed, AE <i>(added)</i>	Classified Office	15	\$15.40	07/01/18

10. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2018-2019 school year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Danner	Sara	Child Care Aide, Literacy Ed	Classified Aide	2	\$8.40	07/01/18
Pittman	Robbie	Child Care Aide, Literacy Ed	Classified Aide	2	\$8.40	07/01/18
Spratt	Stephanie	Child Care Aide, Literacy Ed	Classified Aide	2	\$8.40	07/01/18

11. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed scheduled, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Gorey	Rachael	Child Care Aide, Literacy Ed	Classified Aide	2	\$8.40	07/01/18

12. Revision of the contract for the following classified individual to substitute in area(s) indicated for the 2017-2018 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE
Dressler	Ron	Aide	12 <i>(was 9)</i>	\$13.90 <i>(was \$12.72)</i>	6/4/18

13. Employment of the following classified individual to substitute in area(s) indicated for the 2017-2018 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE
Nussbaum	Julie	Aide	2	\$10.34	5/14/18

C. Consultant Contracts (**none**)

D. Volunteers **(none)**

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

V. REGULAR AGENDA

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

1. Approval to enter into a contract with WQKT/WKVV for advertising during high school football game broadcasts (10 games, 4-8 playoffs, 7 state championships) for a maximum total of \$2,100 to be paid for from the Carl D. Perkins grant (copies available)
2. Approval to accept a grant in the amount of \$2,000 from the Employment Research Fund to assist with student training/employment needs
3. Approval of the following additional positions through the Tri-County ESC, for the purpose of employment for the 2018-2019 school year:

Classroom/CTE Aide (1 additional position, for a total of 7)
Information Technology Services Manager

4. Approval of the Employment Services Contract Addendum with the Tri-County Educational Service Center (copies available)
5. Approval of an agreement for shared services for the Business Entrepreneurship program between Green Local Schools, Orrville City Schools, Rittman Exempted Village Schools, Southeast Local Schools, and the Wayne County Schools Career Center **(Exhibit L)**
6. Approval of an agreement for shared services for School Resource Officer between the Wayne County Sheriff's Office and the Wayne County Schools Career Center for 2018-2019 and between the Wayne County Board of Commissioners and the Wayne County Schools Career Center for 2018-2019 for up to \$60,000 **(Exhibit M)**
7. Approval of an agreement for shared services between Green Local Schools and the Wayne County Schools Career Center **(Exhibit N)**

Motion to approve Grants and Agreements (Roll Call)

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

1. Approval of the Emergency Operations Plan for High School (copy available)
2. Approval of the Emergency Operations Plan for Adult Education (copy available)
3. Approval of the revised Records Retention Schedule (RC-2) **(Exhibit O)**

4. Approval of the revised Course of Study for Construction Technologies (copy available)
5. Approval of the revised Course of Study for Education and Training – Early Childhood Education (copy available)
6. Approval of the revised Course of Study for Hospitality (copy available)
7. Approval of the revised High School Practical Nursing Program Handbook (copy available)
8. Approval of the revised Adult & Community Education Student Handbook (copy available)
9. Approval of the revised Adult & Community Education Employee Handbook (copy available)
10. Approval of the revised Adult & Community Education Salaried Schedule Handbook Leave Policies Addendum (copy available)
11. Approval of the following job descriptions (copies available):
 - a. Safety & Security Teacher Coordinator
 - b. School Resource Officer

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Approval for sponsorship and support of Dan Stavnezer for the 2018-2019 Leadership Wooster class sponsored by the Wooster Area Chamber of Commerce for a cost of \$1,000

Motion to approve Item A. (Roll Call)

- B. Approval to nominate Matthew Brown, Principal, for the Ohio Association of Career-Technical Superintendents (OACTS) Aspiring Superintendents Academy at the cost of \$3,500 to be paid by WCSCC

Motion to approve Item B. (Roll Call)

- C. Approval of the revision to the Casual Labor Wage Scale (**Exhibit P**)

Motion to approve Item C. (Roll Call)

- D. Approval of the list of student fees for the 2018-2019 school year (**Exhibit Q**)

Motion to approve Item D. (Roll Call)

VII. ITEMS OF DISCUSSION

- A. First reading of the following revised/new/deleted board policies:

NUMBER	STATUS	TITLE
2271	Revised	College Credit Plus

- B. Board discussion

VIII. EXECUTIVE SESSION

- A. Executive Session (for the consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee) **(Roll Call)**

IX. MOTION TO ADJOURN (VOICE)

**NOTE: The next Regular Meeting will be held on Wednesday, July 18, 2018.
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**