



**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)

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

**Wednesday, October 18, 2017**

**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 October 18, 2017 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Outstanding Business Partner
  - 1. Wooster Community Hospital Health Point
- F. Student and Staff Recognition
  - 1. High School Staff Excellence Awards  
Tracy Brown, School Nurse  
Melody Martell, School Nurse Assistant  
JoAnn Tabellion, Patient Care Technologies Instructor
  - 2. Chippewa Student Recognition  
Jenny Crist, Early Childhood Education, WCSCC Student of the Month  
Ashley Spicer, Dental Assisting, WCSCC Student of the Month  
Zoey McKay, Business Entrepreneurship, WCSCC Perseverance Award  
Zach Kramer, Ag Mechanics, WCSCC Achievement Award
  - 3. Waynedale Student Recognition  
Maizie Frantz, Robotics & Automation, WCSCC Student of the Month  
Richard Tuttle, Electronics & Computer Networking, WCSCC Student of the Month  
Donnie Troyer, Criminal Justice, WCSCC Perseverance Award

Hannah Dotson, Interactive Media, WCSCC Achievement Award

4. Adult Education Excellence Awards

Lloyd Boyer, Aspire Volunteer

5. Adult Education Student Recognition

Allyson Pamer, Dental Assisting, Exceptional Student Award

Veronica Almeida, Aspire, Most Dedicated Student Award

G. Motion to approve the minutes from the September 20, 2017 Regular Meeting **(Exhibit B) (Voice)**

H. 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: 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

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. RAMTEC Update
- D. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Staff In-Service Day	10/20/17	F	WCSCC	8:00 a.m. – 3:00 p.m.
Fall Advisory Committee Meetings	10/26/17	Th	WCSCC	4:45 p.m. start
WCSCC Board of Education Meeting	11/15/17	W	G101/Board Room	7:00 p.m. Reception / 7:30 p.m. Regular Meeting
Sophomore Visits	11/16/17, 11/17/17, 11/20/17	Th, F, M	WCSCC	9:30 a.m. – 1:00 p.m.
Thanksgiving Break – No School	11/23/17-11/27/17	Th-M		
Open House	11/30/17	Th	WCSCC	4:45 p.m. – 7:45 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 September 2017 (**Exhibit F**)
2. Approval of the Financial Reports for September 2017 (**Exhibit G**)
3. Approval of the October 2017 Five Year Forecast (**Exhibit H**)
4. Approval to accept the following donations:
  - a. Document destruction services, certified destroyed form Richard Bowman, from Sanmandy Enterprises, LLC with an approximate value of \$150
  - b. Five wheels from Wooster Motor Ways to be used in Truck Mechanics Student Activity Account to create grills for students to sell as a fundraiser, with an approximate value of \$125
  - c. Two Allison AT542 transmissions from Western Branch Diesel to be used in Truck Mechanics for training purposes, with an approximate value of \$1,500

- d. 2003 Chevy Impala from Clark Young to be used in Automotive Technologies, with an approximate value of \$1,830
- e. 1,440 lbs. of 1018 steel bar stock, ¾" diameter by 36" long from Wayne Machine to be used in RAMTEC CNC & Advanced Manufacturing or Precision Machining for student projects, with an approximate value of \$260
- f. Two Dowd draft welding tables with filters from Schaeffler (LuK USA) to be used in Automotive Technologies for indoor welding instruction and practice, with an approximate value of \$9,000

***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. Revision to resignation of Pamela Vorkapich, Practical Nursing Instructor, for the purpose of Retirement effective at the end of the day on November 30, 2017 (was October 31, 2017)
2. Resignation of Jessica Immel, AE Practical Nursing Instructor, effective at the end of the day on October 18, 2017
3. Resignation of Daniel Tope, Substitute Teacher, effective at the end of the day on September 20, 2017
4. Resignation of Jettie Tope, Substitute Teacher, effective at the end of the day on September 20, 2017
5. Michelle Bower, Guidance Counselor, moved to Class VI, Step 21 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year
6. Jennifer Rue, IT Media Instructor, moved to Class VI, Step 4 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2017-2018 school year
7. Employment of Jessica Immel, Practical Nursing Instructor, Class V, Step 10, per the negotiated agreement for 140.5 days (prorated from 185 days), effective October 19, 2017 for the 2017-2018 school year

8. Approval of the updated Bargaining Unit Members and Full-Time Certified Staff Seniority List effective October 18, 2017 **(Exhibit I)**
9. Approval of X-Option pay for Certified Personnel per list to be provided at the Board meeting. Calculations have to be made based on enrollment as of the second Monday in October, and the negotiated agreement requires payment as of the first pay in November.
10. Employment of the following personnel as Extra Help Tutors for the 2017-2018 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Shrock	Jackie	3 Masters	\$25.13

11. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2017-2018:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Cahill	Beverly	Adult Education Certified	IV	15	\$34.17	10/19/17
Jones	Olivia	Adult Education Certified	IV	12	\$31.27	10/23/17

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

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE
Bilinovich	Terez	HS Career Tech – Cosmetology	07/01/17

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

LAST	FIRST	TEACHING AREA(S)	CLASS	STEP	DEGREE	HOURLY RATE	EFFECTIVE
Welch	Joy	School Nurse & AE/HS Nursing/Medical Sub	III	5	Associate	\$22.60	07/01/17

#### B. Classified Employment

1. Resignation of Rocky Smith, Welding Aide, effective at the end of the day on September 29, 2017
2. Approval of the updated Bargaining Unit Members and Full-Time Classified Staff Seniority List effective October 18, 2017 **(Exhibit J)**
3. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2017-2018 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Chupp	Teresa	Child Care Aide, Literacy Ed	Classified Aide	1	\$8.20	9/26/17
Danner	Sara	Child Care Aide, Literacy Ed	Classified Aide	1	\$8.20	9/26/17

C. Consultant Contracts:

1. Ramsier Financial Services, Retirement Planning Today, on or about October 12 & 19, 2017, \$25 per student
2. Ramsier Financial Services, Retirement Planning Today, on or about October 17 & 24, 2017, \$25 per student

D. Volunteers:

1. Approval of the following volunteers for Adult Basic & Literacy Education (ABLE) and English for Speakers of Other Languages (ESOL) for the 2017-2018 school year:

LAST	FIRST	BACKGROUND INFORMATION
Beane	Donald	Returning Aspire Volunteer; retired from College of Wooster
Conner	Betty	Returning Aspire Volunteer; retired from College of Wooster
Ditch	Barbara	Returning Aspire Volunteer; retired from Wayne County Children's Services
Fate	Douglas	Returning Aspire Volunteer; retired from Meggit Aircraft Braking System
Gold	Andrew	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Graves	Catherine	Returning Aspire Volunteer
King	Cullen	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Koenig	William	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Lief	Brian	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
O'Keeffe	Connor	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Schmid	Cathy	Returning ESOL Volunteer; works at People to People Ministries
Skillman	Thadius	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Stoll	James	New Aspire Volunteer at Orrville
Uchida	Hyuga	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Wescott	David	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Weyer	Simon	Aspire/ESOL Volunteer for Wooster classes; College of Wooster Student
Wolck	Barbara	Returning Aspire Volunteer; works at Books in Stock

E. Approval to remove the following from inventory:

1. Disposal of 26 2<sup>nd</sup> Edition Small Animal Care and Management books due to water and/or other damage, ISBN# 0-7668-1424-6 (Note: 3<sup>rd</sup> Edition now being used in class)

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

**V. REGULAR AGENDA**

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

1. Approval of an agreement with Genesis Conference and Party Center for hall rental and catering for WCSCC Prom on April 7, 2018 (copies available)
2. Approval of a special event agreement with Marty's Photography for formal photography for WCSCC Prom on April 7, 2018 (copies available)
3. Approval of a special event agreement with Marty's Photography for a photo booth for WCSCC Prom on April 7, 2018 (copies available)
4. Approval of a contract with Hats Off Entertainment for disc jockey services for WCSCC Prom on April 7, 2018 (copies available)
5. Approval to enter into a contract with WQKT/WKVX for advertising during high school football game broadcasts (an approximate total of 33 games) for a maximum total of \$1,452 to be paid from the Carl D. Perkins grant (copies available)
6. Approval of a Memorandum of Understanding with the Ohio Talent Development Network to serve as the conduit for job profiling, job matching, consultation, assessment, certifications, etc. (copies available)
7. Approval of a Shared Services Agreement with Wooster City School District for Bus and Driver for Key Club Events (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 request (copies available):
  - a. Approximately 25 students, 2 advisors, and 0 parents to attend SkillsUSA Fall Leadership Conference Hyatt Regency Greater Columbus Convention Center - Columbus, OH October 30-31, 2017

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

SECTION	NUMBER	STATUS	TITLE
Policy	3220	Revised	Evaluation of Staff

*Motion to approve Documents and Materials (Voice)*

**VI. NEW BUSINESS (ROLL CALL) (none)**

**VII. ITEMS OF DISCUSSION**

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

NUMBER	STATUS	TITLE
2464	Revised	Gifted Education and Identification
5330.02	Revised	Procurement and Use of Epinephrine Auto Injectors in Emergency Situations
5340	Revised	Student Accidents
8660	Deleted	Incidental Transportation of Students by Private Vehicle
8740	Revised	Bonding

B. Board discussion

**VIII. EXECUTIVE SESSION**

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

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

**NOTE: The next Regular Meeting will be held on Wednesday, November 15, 2017.  
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**