

The Warren county Vocational School District met on Thursday, November 17, 2011 in regular session at 5:33p.m. in the Board Room of the Administration building at the the Warren County Vocational School. The meeting was called to order by Bobbie Grice, President of the Board.

I. CALL TO ORDER

A. Roll Call

ROLL CALL	Mr. Dave Barton	present
	Mrs. Bobbie Grice	present
	Mrs. Bonnie Baker-Hicks	present
	Mr. Paul Hillard	present
	Mr. Michael Kruse	present
	Mrs. Esther Larson	present
	Mrs. Lori Raleigh	present

B. Pledge of Allegiance

C. Adoption of Agenda

ADOPTION OF AGENDA (190-11) Moved by Mrs. Baker-Hicks seconded by Mrs. Raleigh to approve the adoption of the agenda.

Roll Call: Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye; Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye. Motion carried.

D. Recognition of Guests

GUESTS	Peg Allen	WCCC
	Nancy Fields	Resident
	Winnie Milner	WCCC
	Eric Robinette	The Western Star

II. PUBLIC PARTICIPATION ON AGENDA ITEMS

NONE

III. PRESENTATION(S)

PRESENTATION A. Winnie Milner, WCCC Library Media Specialist

IV. TREASURER’S REPORT

A. Minutes – Regular Meeting – October 13, 2011

MINUTES  
10/13/2011

(191-11) Moved by Mr. Hillard seconded by Mr. Barton to approve the minutes of the October 13, 2011 regular meeting.

Roll Call: Mrs. Grice, aye; Mrs. Baker-Hicks, aye; Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye. Motion carried.

B. Financial Report

C. Bank Reconciliation/Investments

D. Advances/Transfers

(192-11) Moved by Mrs. Baker-Hicks seconded by Mrs. Larson to approve the financial reports items B, C, and D with advances/transfers as follows:

	FROM	TO	AMOUNT
ADVANCES/ TRANSFERS	001 7410 921	009 5210	\$6,500.00
	001 7410 921	012 5210	\$4,000.00
	001 7410 921	012 5210 9007	\$5,500.00
	001 7410 921	012 5210 9013	\$1,500.00
	001 7410 921	012 5210 9024	\$4,000.00
	001 7410 921	012 5210 9030	\$6,000.00
	200 7420 922 9250	001 5220	\$1,060.00

Roll Call: Mrs. Baker-Hicks, aye; Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye; Mrs. Grice, aye. Motion carried.

E. Amended Appropriations Resolution #700-11 FY12 for November 2011

R#700-11  
AMENDED  
APPROP.

(193-11) Moved by Mrs. Raleigh seconded by Mr. Kruse to approve resolution #700-11 FY 12 for November 2011.

Roll Call: Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye. Motion carried.

F. Five Year Forecast

5 YEAR  
FORECAST

(194-11) Moved by Mr. Hillard seconded by Mr. Barton to approve the five year forecast.

Roll Call: Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye;  
Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye;  
Mr. Hillard, aye. Motion carried.

G. Budget Hearing

(195-11) Moved by Mr. Barton seconded by Mrs. Raleigh to approve the time and date for budget hearing as follows:

BUDGET HEARING

January 12, 2012  
5:45 p.m.

Roll Call: Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye;  
Mrs. Grice, aye; Mrs. Baker-Hicks, aye; Mr. Hillard, aye;  
Mr. Kruse, aye. Motion carried.

H. Date & Time for 2012 Reorganizational and Regular Meeting

(196-11) Moved by Mr. Barton seconded by Mrs. Larson to approve the date and time for the 2012 reorganizational and regular meeting as follows:

DATE & TIME REORGANIZATIONAL MTG.

January 12, 2012  
6:00 p.m.

Roll Call: Mrs. Raleigh, aye; Mr. Barton, aye; Mrs. Grice, aye;  
Mrs. Baker-Hicks, aye; Mr. Hillard, aye; Mrs. Kruse, aye;  
Mrs. Larson, aye. Motion carried.

I. Informational – Adult Education Profit/Loss

J. Without Prior Approval

W/O PRIOR APPROVAL

(197-11) Moved by Mrs. Baker-Hicks seconded by Mrs. Larson to approve paying \$506.00 to East Main Productions/Port Authority for t-shirts without prior approval.

Roll Call: Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye;  
Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye;  
Mrs. Raleigh, aye. Motion carried.

V. NEW BUSINESS

A. Executive Session

EXEC.  
SESSION

(198-11) Moved by Mr. Hillard seconded by Mr. Kruse to enter executive session at 5:58 p.m. to discuss personnel matters.

Roll Call: Mrs. Grice, aye; Mrs. Baker-Hicks, aye; Mr. Hillard, aye;  
Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye;  
Mr. Barton, aye. Motion carried.

The Board reconvened at 6:20 p.m.

B. Personnel

(199-11) Moved by Mrs. Baker-Hicks seconded by Mrs. Larson to approve the following:

1. Employment

a. Approved employment of the following adult education, certified, part-time instructors per salary schedule #28, as needed, not to exceed 24 hours per week pending completion of employment requirements and program enrollment, effective 11/18/11 – 6/30/12:

A/E  
CERT.  
P/T INSTR.

- Joshua Boyd – Public Safety Services Training
- Ken Karkiewicz – HVAC
- Thomas Kuykendall – Public Safety Services Training
- Allie Quakenbush – DIT Training
- Kathy Scharrer – Cosmetology

A/E  
CERT.  
P/T INFO  
TECH INSTR.

b. Approved employment of the following adult education, certified, part-time Information Technology Training instructor at \$25.00 per hour (per Board of Education approval), salary schedule #28, as needed, , not to exceed 24 hours per week pending completion of employment requirements and program enrollment, effective 11/18 /11 – 6/30/12.

Ken Wagner

A/E  
F/T PUBLIC  
SAFETY COORD.

c. Approved employment of full-time, certified, Public Safety Coordinator, at an annual salary of \$60,000.00, pro-rated, effective 12/5/11 – 6/30/12 pending completion of employment requirements and program enrollment.

Kim E. Fladung

d. Approved employment of the following individual(s) for secondary, certified, substitute position, as needed, effective 2011-2012 school year, pending satisfactory completion of employment requirements and documentation of certification.

SECONDARY  
CERT. SUBS

- Karolyn Ellingson
- Wendy Grab
- Angela Greene
- Patrice Hunter
- Sara Lee
- Christopher Mathews
- Carol Osborne
- Emma Sonek
- Kenley Street
- Tony Warfel
- Jordan Zink

2. Tour Guides

Approved the following individuals as tour guides for 2011-2012 WCCC's 8th grade visitation day(s) at a rate of \$85.00 per day:

TOUR  
GUIDES

- Kathy Anderson
- Jenni Arns
- Bob Ferguson
- David Guinn
- Carol Jameson
- Linda Michael
- Linda Rudduck
- Donna Simpson
- Marge Trovillo
- Sarah Beth Williamson

3. Leave of Absence

Approved leave of absence per WCVSD Master Agreement (7/1/09-6/30/12), Article XV, Leaves of Absence, Item "B" - Maternity/Adoption/Child Care Leave for the following instructors:

LEAVES  
OF  
ABSENCE

Jenifer Conard  
(anticipated 6-week leave: December 5, 2011 – January 13, 2012)

Kristin A. Wineberg  
(anticipated leave: March 5 – May 31, 2012. Use accumulated Sick-leave for a paid maternity leave from date of delivery Until accumulated sick days have expired and then use Unpaid sick leave till end of leave.)

4. Supplemental Pay

Approved the following:

BANQUET  
WORK

Jeff Piper  
8 hours banquet time  
(@\$24.34 per Master Agreement 7/1/09 – 6/30/12)  
Effective: 2011/2012 SY

Roll Call: Mrs. Baker-Hicks, aye; Mr. HJillard, aye; Mr. Kruse, aye;  
Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye;  
Mrs. Grice, aye. Motion carried.

C. WCCC Advisory Committee(s)

(200-11) Moved by Mr. Kruse seconded by Mr. Barton to approve the following Adult Education Medical Program Advisory Committee members:

A/E  
ADVISORY  
COMMITTEE

Sharon Carmack, Current Student  
WCCC Adult Education Medical Assisting Program

JoAnn Duncan, Manager/Support Specialist  
Atrium Medical Center

Haze Flowers, Director of Human Resources  
Otterbein Lebanon

Connie Floyd, Regional Human Resource Manager  
Otterbein Corporate

Renee Kitchen, Recruiter  
Aerotek Scientific, LLC

Kelly Luers, Owner  
Bright Star (Home Health)

Dori Thompson, M.D., Family Practitioner  
Turtlecreek Family Practice

Roll Call: Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye;  
Mrs. Raleigh, aye; Mr. Barton, aye; Mrs. Grice, aye;  
Mrs. Baker-Hicks, aye. Motion carried.

D. Board Policies

(201-11) Moved by Mrs. Raleigh seconded by Mr. Hillard to approve the following Board Policy:

BOARD  
POLICY

File: DID – Inventories

Roll Call: Mr. Kruse, aye; Mrs. Larson, aye; Mrs. Raleigh, aye;  
Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye;  
Mr. Hillard, aye. Motion carried.

E. Agreement(s)/Contract(s)/Memorandum of Understanding(s)

(202-11) Moved by Mr. Kruse seconded by Mrs. Larson to approve the following:

A/E &  
GREAT OAKS  
ELEC POWER  
LINEMAN

1. Memorandum of Understanding between WCCC Adult and Community Education and Great Oaks for Electrical Power Line Mechanic Training, effective: 10/31/2011 – 11/1/2012.

ABUSE &  
RAPE  
CRISIS

2. Memorandum of Understanding between WCCC and Abuse and Rape Crisis Shelter of Warren County (ARCS) Violence Free Coalition (VFC) for Re-Do day on December 5, 2011 at the Countryside YMCA in the amount of \$2,440.00.

Roll Call: Mrs. Larson, aye; Mrs. Raleigh, aye; Mr. Barton, aye;  
Mrs. Grice, aye; Mrs. Baker-Hicks, aye; Mr. Hillard, aye;  
Mr. Kruse, aye. Motion carried.

F. Resolution #701-11 – Elite Landscaping

(203-11) Moved by Mrs. Baker-Hicks seconded by Mr. Hillard to approve Resolution #701-11 – Award contract per proposal to Elite Landscaping, Morrow, Ohio for snow removal and de-icing at the Greentree Campus, 5757 Innovation Drive, Middletown, OH; Effective: 11/18/11 – 6-30-12.

R#701-11  
ELITE  
LANDSCAPING

Roll Call: Mrs. Raleigh, aye; Mr. Barton, aye; Mrs. Grice, aye;  
Mrs. Baker-Hicks, aye; Mr. Hillard, aye; Mr. Kruse, aye;  
Mrs. Larson, aye. Motion carried.

G. Donations

(204-11) Moved by Mr. Barton seconded by Mrs. Raleigh to approve the following donations:

DONATIONS

2 phlebotomy chairs donated to the Medical Program for teaching phlebotomy skills.

Donated by: Atrium Medical Center  
Ms. JoAnn Duncan  
P O Box 8810  
Middletown, OH 45042

Roll Call: Mr. Barton, aye; Mrs. Grice, aye; Mrs. Baker-Hicks, aye;  
Mr. Hillard, aye; Mr. Kruse, aye; Mrs. Larson, aye;  
Mrs. Raleigh, aye. Motion carried.

H. Proposed 2012 Board Meeting Dates  
(Action to be proposed at December 2011 Board Meeting.)

2012 BRD  
MTG DATES

January 12, 2012	July 19, 2012
February 16, 2012	August 16, 2012
March 15, 2012	September 20, 2012
April 19, 2012	October 18, 2012
May 17, 2012	November 15, 2012
June 28, 2012	December 20, 2012

VI. OSBA COMMITTEE REPORTS

- A. Legislative Liaison – Mike Kruse – None
- B. Student Achievement Liaison – Esther Larson – None

VII. INFORMATIONAL ITEMS

INFO ITEMS

Professional Leave Tally  
Enrollment Level I  
Enrollment Level II  
WCCC Quarterly Attendance  
Perfect Attendance (1st Qtr.) Breakfast, 11/10/11 (154 students, 38 staff)

VIII. Upcoming Events

UPCOMING  
EVENTS

November 23-25, 2011 (Wednesday – Friday)  
WCCC Campus Closed – Thanksgiving Recess

November 29 – December 1, 2011 (Tuesday – Thursday)  
Sophomore Showcase Days

December 8, 2011 (Thursday, 4:30 p.m. – 7:00 p.m.)  
WCCC Sophomore Open House

December 15, 2011 (Thursday, 6:00 p.m.)  
WCVSD Board of Education Meeting/Holiday Reception  
WCCC Media Center, [social/hors d'oeuvres]

Discussion: The Board agreed to change the start time to 5:30 p.m. December 15, 2011.

UPCOMING  
EVENTS  
CONT.

December 19, 2011, 6:30 p.m.  
WCCC's Annual Holiday Gathering  
Golden Lamb

December 21, 2011 – January 2, 2012  
WCCC Winter Recess

January 24-26, 2012 (Wednesday – Friday)  
32th Annual Career-Technical & Adult Education Legislative Seminar  
Hyatt on Capitol Square, Columbus, OH

March 6-7, 2012  
Ohio Economic-Education Summit IV

IX. SUPERINTENDENT'S REPORT

SUPT.  
REPORT                      Appoint two board members to serve on Steering Committee for District Planning.  
Strategic Plan

Discussion: Mrs. Larson and Mrs. Raleigh were appointed to serve on the Steering Committee.

X. BOARD MEMBER COMMENTS

COMMENTS                      Mrs. Grice commented on the staff and how they helped her with her workshop. Great staff.

XI. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

XII. ADJOURN

ADJOURN                      (205-11) Moved by Mrs. Baker-Hicks seconded by Mr. Kruse to adjourn the  
meeting at 6:36 p.m. Approval unanimous.

