



**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, August 21, 2024**

**6:30 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 August 21, 2024 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
  - 1. America 250 Presentation by Kimberly Huffman
- E. Motion to approve the minutes from the July 17, 2024 Regular Meeting **(Exhibit B) (Voice)**
- F. Executive Session (if needed) **(Roll Call)**

**II. SUPERINTENDENT’S REPORT (VOICE)**

- A. Director’s Report **(Exhibit C – to be presented at the meeting)**
- B. Principal’s Report **(Exhibit D)**
- C. Updates on Superintendent’s Advisory Committees
- D. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Labor Day – No School	9/2/24	M		
Fair Day – No School	9/9/24	M		
Waiver Day – No School	9/10/24	T		
WCSCC Regular Board Meeting	9/18/24	W	G101/Board Room	6:30 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 July 2024 **(Exhibit E)**
2. Approval of the Financial Reports for July **(Exhibit F)**
3. Approval of the following fund transfer:

From:

001 General Fund	\$1,000
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To:

018-9600 Board/ADM Scholarship Fund	\$1,000
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***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 following resignation(s):

NAME	POSITION	REASON	EFFECTIVE
Suzie Best	HOSA Advisor	Resignation	8/9/24

2. Approval to pay teachers a Department of Education and Workforce designated stipend pending completion of the appropriate pathway for their teaching assignment in the Science of Reading per H.B. 33 of the 135<sup>th</sup> General Assembly. DEW will then reimburse the WCSCC for the total amount of the stipend.
3. Employment of the following for the 2024-2025 school year for supplemental positions per the negotiated agreement:

<b>OTHERS</b>		
Banquets	\$200/event	Kathy Hanna
Weekday School Monitor	\$20/hr.	Ryan Fernandes

4. Employment of the following for the 2024-2025 school year for Extra Help Tutor supplemental positions per the negotiated agreement, as needed, per time sheets:

<b>NAME</b>	<b>STEP</b>	<b>HOURLY RATE</b>
Erin Baker	2 Masters	\$27.36
Donna Ehlert-Mowery	8 Masters	\$35.49
Jennifer Majka	7 Masters	\$34.14
Kendall Mowrer	2 Bachelors	\$24.80
Alyssa Sleutz	3 Bachelors	\$25.84
Jennifer Smilan	3 Masters	\$31.43
Bev Squirrel	8 Masters	\$35.49

5. Employment of the following certified staff for the 2024-2025 school year as mentor supplemental contract positions @ 3% of Class 1, Step 1 Base per the negotiated agreement:

<b>WCSCC RESIDENT EDUCATOR/ PROGRAM MENTORS</b>
Erin Baker
Michelle Bower
Kelly Calderone
Dan Davis
Angela Ramsay
Beverly Squirrel

6. Melody Martell, Assistant to School Nurse, moved to Class 3, Step 16 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2024-2025 school year
7. Approval for Angela Ramsay to be paid 1/7 of her salary for teaching zero period during the 2024-2025 year
8. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2024-2025 school year:

<b>NAME</b>	<b>SUBSTITUTE TEACHING AREA(S)</b>	<b>EFFECTIVE DATE</b>
Michael Whitman	HS Career Tech Teacher – Long Term Sub in Powerline Technologies Only	8/13/24

9. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2024-2025 school year:

NAME	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE DATE
Heather Anderson	HS Academic/Career Tech Teacher	8/13/24
Jessica Artrip	HS Academic/Career Tech Teacher	8/13/24
Deborah Ault (Goudy)	HS Academic/Career Tech Teacher	8/13/24
Jeff Aulz	HS Academic/Career Tech Teacher	8/13/24
Hannah Baker	HS Academic/Career Tech Teacher	8/13/24
Melnee Benfield	HS Academic/Career Tech Teacher	8/13/24
Tory Hardman	HS Academic/Career Tech Teacher	8/13/24
Jeanette Heazlit	HS Academic/Career Tech Teacher	8/13/24
Brent Miller	HS Academic/Career Tech Teacher	8/13/24
Jennifer Most	HS Academic/Career Tech Teacher	8/13/24
Nancy Neldon	HS Academic/Career Tech Teacher	8/13/24
Ximena Patrick	HS Academic/Career Tech Teacher	8/13/24
Galyn Petro	HS Academic/Career Tech Teacher	8/13/24
William Rutter	HS Academic/Career Tech Teacher	8/13/24
Bethanie Schaefer	HS Academic/Career Tech Teacher	8/13/24
Jettie Tope	HS Academic/Career Tech Teacher	8/13/24
Michael Whitman	HS Academic/Career Tech Teacher	8/13/24
Anna Zerrer	HS Academic/Career Tech Teacher	8/13/24

10. Employment of the following certified individual(s) to substitute in area(s) indicated for the 2023-2024 year:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Angela Howard	HS Nursing	IV	16	\$37.15	8/13/24
Keri Hughes	HS Nursing	IV	13	\$34.00	8/13/24
Natalie Marty	HS Nursing	IV	10	\$31.11	8/13/24
Karen Wamback	HS Nursing	V	14	\$38.92	8/13/24

11. Approval of \$500 Adult Education Certified Staff Proctor stipend for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Barb Moline

12. Approval of \$1,000 Adult Education Certified Staff stipends for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Josie Weaver-Kranz
Patricia Wehn
Jody Widmer

## B. Classified Employment

1. Approval of the following resignation(s):

NAME	POSITION	REASON	EFFECTIVE
Deborah Ault (Goudy)	Aide/Monitor	Resignation	7/25/24

2. Approval of unpaid medical leave for Casey McGurk, Adult Education Administrative Assistant, from July 29, 2024 through September 20, 2024
3. Employment of the following person(s) as full-time Classified Personnel as per Board Policy and the negotiated agreement for the 2024-2025 school year (number of days listed include holidays and are at 8 hrs/day unless otherwise indicated):

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Tami McCann	Custodian - Lead Afternoon	New 1	212 days (prorated from 12 month)	I (7/11)	10	9/4/24

4. Employment of the following person(s) as part-time/hourly/per time sheets/regularly scheduled/as needed, per Board Policy and the negotiated agreement, with a maximum of 29.5 hours per week (unless specifically noted) for the 2024-2025 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Michelle Ehrmantrout	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	5	8/14/24
Kelsey Quillin	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	5	8/26/24

5. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2024-2025 school year:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Brigit Jackson	Substitute Nurse Assistant	II	11	\$24.92	8/13/24

6. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2024-2025 year:

NAME	SUBSTITUTE AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Deborah Ault (Goudy)	Administrative Assistant	8	\$17.80	8/13/24
	Aide/Monitor	5	\$16.60	8/13/24
Melnee Benfield	Aide/Monitor	1	\$15.00	8/13/24
	Cashier/Cook	3	\$15.80	8/13/24
	Admin. Asst.	6	\$17.00	8/13/24
Cynthia Geiser	Cashier/Cook	3	\$15.80	8/13/24
Katherine Mullins	Aide/Monitor	1	\$15.00	8/13/24
	Cashier/Cook	3	\$15.80	8/13/24
	Admin. Asst.	6	\$17.00	8/13/24
Shelly Myers	Cashier/Cook	3	\$15.80	8/13/24
	Snack Shack	3	\$15.80	8/13/24

7. Approval of \$500 Adult Education Classified Staff stipend for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Therese Clevenger

C. Consultant Contracts (none)

D. Volunteers (none)

E. Approval to remove the following from inventory:

1. Rescind the following from Diesel Tech (reference the June 26, 2024 board agenda):

ITEM	REASON	BAR CODE	SERIAL NUMBER
'71 Marmon Cabover Semi Truck	Old/outdated – trade for tools and newer equipment for lab from Alpaca A La Mode Acres LLC. Part of trade is removal of equipment.		00972602

2. Remove from inventory for Diesel Tech:

ITEM	REASON	BAR CODE	SERIAL NUMBER
'71 Marmon Cabover Semi Truck	Used/old/outdated – trade to Garrett Hall, Jones Rental Inc. for cost of transportation from current location plus donation of \$900 to WCSCC		00972602

F. Approval to accept the following donations:

1. Donation of safety glasses &/or goggles from the Ohio Ophthalmological Society for use in career tech labs, for students and visitors, valued at approximately \$1,500

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

**V. REGULAR AGENDA**

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

1. Approval of a School Resource Officer (SRO) Agreement with the Wayne County Commissioners for the 2024-2025 school year (copies available)
2. Approval to request services, choose vendors, and enter into contracts for Category 1 & 2 services such as managed wireless and Internet access to meet requirements of the Universal Service Fund/School and Libraries Division Program for the next funding year. The program, also known as "E-Rate", currently provides us with various discounts based on our enrollment, school setting status, and National School Lunch Program data.
3. Approval to apply for a renewal grant in the approximate amount of \$35,000 from the Orrville Area United Way for the Aspire program
4. Approval of a Vending Agreement with Lorain Music and Vending Company, Inc. for evening Snack Shack (copies available)
5. Approval of a Block Program Agreement for cybersecurity/Office 365 training/consulting with All Lines Technology at a Reduced Rate Block for a total of \$10,000 (copies available)

***Motion to approve Grants and Agreements (Roll Call)***

**B. Resolutions (Roll Call)**

1. Approval of a resolution for participation in the Stark County Schools' Council of Governments Cooperative/Advertising and Receiving Bids for Integrated School Bus Units for the purchase of one 77/78 passenger integrated school bus unit **(Exhibit G)**

***Motion to approve Resolution 1. (Roll Call)***

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

1. Approval of the revised 2024-2025 Staff Resource Manual (copies available)
2. Approval of the 2024-2025 Human Resources Flow Chart with names (copies available)
3. Approval of the 2024-2025 Human Resources Flow Chart with positions (copies available)
4. Approval of the following job description(s) (copies available):
  - a. Administrative Assistant Principal
  - b. Administrative Assistant Front Office
  - c. Administrative Assistant Student Services
  - d. Academic Assistance Area (AAA) Tutor
  - e. Monitor
  - f. Safety and Security Monitor

***Motion to approve Documents and Materials (Voice)***

**VI. NEW BUSINESS (ROLL CALL)**

- A. Motion to approve and accept the lowest acceptable bid for construction of the Cyber Security and Industrial Electronics Projects (CTE Construction Project, Phase Two) (copies available)

***Motion to approve Item A. (Roll Call)***

**VII. ITEMS OF DISCUSSION**

- A. Board discussion

**VIII. EXECUTIVE SESSION**

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

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

**NOTE: The next Regular Meeting will be Wednesday, September 18, 2024 in G101/Board room.  
The meeting will begin at 6:30 p.m.**