



**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 26, 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 June 26, 2024 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Motion to approve the minutes from the May 15, 2024 Regular Meeting **(Exhibit B.1)** and the May 24, 2024 Special Board Meeting **(Exhibit B.2) (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. Wooster Township Chief Dallas Terrell
- E. Driver’s Education Updates
- F. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
4 <sup>th</sup> of July Holiday	7/4/24	Th		
WCSCC Regular Board Meeting	7/17/24	W	G101/Board Room	6:30 p.m. 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 2024 **(Exhibit E)**
2. Approval of the Financial Reports for May **(Exhibit F)**
3. Approval of the FY24 Amended Appropriations **(Exhibit G – to be distributed at the meeting)**
4. Approval of the FY25 Temporary Appropriations **(Exhibit H – to be distributed at the meeting)**
5. Approval to accept the Health Care Coverage Rates through the Stark County COG beginning July 1, 2024 **(Exhibit I)**
6. Approval of the following Change Funds for the 2024-2025 school year:

2024-2025 CHANGE FUNDS	
TO	AMOUNT
Treasurer's Office	\$100.00
Adult Education Office	\$100.00
Dale Tackett - Student Fees	\$75.00
Crystal Douglass - Student Fees	\$75.00
Dale Tackett - Customer Service Change	\$250.00
Pam Tarleton	\$450.00
- Cafeteria (\$300.00)	
- Snack Shack (\$150.00)	
Peter Kerling – Grass Roots Café	\$350.00
Sara Hostetler - Animal Care	\$50.00
Alex DeWitt – Agribusiness & Production	\$100.00
Angela Ramsay - Cosmetology High School	\$150.00
Kathy Hanna – Hospitality Career Café	\$100.00
Sandra Elliott - Cosmetology Adult Ed.	\$75.00

Steve Svab - Ag Mechanics	\$100.00
Dave Leatherman - Auto Tech	\$150.00
Jeff Mehling - Welding	\$50.00
Ben McConahay -Truck Mechanics	\$50.00
Rod Martell - Carpentry	\$50.00
Bruce Steiner- Precision Machining	\$50.00
Brad Nyholm - Graphic Design	\$50.00
Garage Sale	\$100.00
<b>Total:</b>	<b>\$2,475.00</b>

7. Approval of the following Fund Transfers:

From:

001 General Fund \$ 5,750

To:

018-9814 Safe & Drug Free Clubs of America \$ 5,750

Approvals of the following Fund Transfers after July 1, 2024:

From:

001 General Fund \$164,757

To:

034 OSFC Maintenance Fund \$164,757

*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
Wanda Pfahler	Adult Education Nursing Instructor	Resignation	6/30/24

2. Approval of the following staff to represent the Wayne County Schools Career Center as members on community/professional organizations effective August 1, 2024: Administrators, Managers, Coordinators, Key Club Advisors, and School Board Members
3. Approval of the payment of certified substitutes to attend Substitute Orientation Training annually and to be paid at half the daily rate
4. Bruce Woodruff, Dean of Students, moved to Class VI, Step 32 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2024-2025 school year
5. Upon acceptance from the wait list, approval of a stipend payment of \$350 for Jennifer Majka to participate in the Innovative Impacts Project – Math Curriculum Days at the Tri-County Educational Service Center. The Tri-County Educational Service Center will then reimburse the Wayne County Schools Career Center per invoice.
6. Approval of the following Certified Personnel for extended time for the 2024-2025 school year per the negotiated agreement:

DAYS	NAME
14	Char Allen, Special Education Coordinator
14	Jenny Baechle, Special Education Coordinator
16	Michelle Bower, School Counselor
10	Alexandria DeWitt, Agribusiness and Production
5	Tracy Ferguson, School Nurse
14	Dawn Gummo, Special Education Coordinator
1	Betty Hoefges, School Counselor
2	Rod Martell, Construction Technologies
1	Deb McDonald, Early Childhood Education and Care
14	Michael McMorrow, Special Education Coordinator
5	Jeff Mehling, Welding Technologies
16	Abby Neidert, School Counselor
3	Angela Ramsay, Cosmetology
10	Samantha Skelley, School Counselor
<b>125 TOTAL</b>	

\*All work completed outside regularly contracted work hours for extended days allotted MUST be completed on campus in person. Hours must be logged and submitted to staff member's supervisor for approval in a minimum of 7 hour (1 day) increments on the Extended Time Report available on the WCCSC Staff Intranet between July 1, 2024 and June 30, 2025.

7. Employment of the following for the 2024-2025 school year as supplemental positions per the negotiated agreement:

CTSO		
SkillsUSA Regional Competition Held at WCCSC	2.0% (Split):	
	1%	Warren Caskey, SkillsUSA District Advisor
	1%	Jessica Immel, SkillsUSA District Asst. Advisor

8. Approval for the following staff to receive a \$100 stipend from Adult & Community Education to participate in the Summer TANF Career Exploration Day on June 12, 2024:

NAME
Krista Garver
David Leatherman
Ted Naumoff
Brad Nyholm
Angela Ramsay
Beverly Squirrell
Bruce Steiner

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
Charles Teter	HS Academic/Career Tech Teacher	8/19/24

10. Revision to the employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2023-2024 year due to the completion of their Bachelor of Science in Nursing:

NAME	CONTRACT	CLASS	STEP	HOURLY RATE	EFFECTIVE
Dorothy Pearce	Adult Education Certified Nursing Instructor	IV (was III)	20	\$41.81 (was \$37.17)	6/27/24

11. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2024-2025 year:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Charity Brown	Adult Education Certified Nursing Instructor	V	11	\$35.60	7/1/24
Jeremy Dombrady	Adult Education Certified T&I Instructor	V	6	\$30.72	7/1/24
Sandy Elliott	AE Certified-Supplemental AE Supervisor	AE/ Admin	11	\$56.41	7/1/24
Tracy Ferguson	Adult Education Certified MA – Supplemental	IV	20	\$41.81	7/1/24
Jonathan Geiser	Adult Education Certified T&I Instructor	IV	6	\$27.64	7/1/24
Lisa Grobmyer	Adult Education Certified Nursing Instructor	IV	15	\$36.07	7/1/24
Lisa Grobmyer	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/1/24
Angela Howard	Adult Education Certified Nursing Instructor	IV	16	\$37.15	7/1/24
Angela Howard	Adult Education Certified Nursing Tutor	II	1	\$18.55	7/1/24
Michael Johnson	Adult Education Certified LPN-RN Program Coord	V	19	\$45.11	7/1/24
Joan Kanne	Adult Education Certified Nursing Instructor	V	20	\$46.46	7/1/24

Alesha Kollert	Adult Education Certified MA Instructor	II	6	\$21.51	7/1/24
Laurie Mobley	Adult Education Certified Tutor – Supplemental	II	0	\$18.24	7/1/24
Dorothy Pearce	Adult Education Certified Nursing Instructor	IV	20	\$41.81	7/1/24
Dorothy Pearce	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/1/24
Helena Ritchey	Adult Education Certified T&I – Supplemental	IV	5	\$26.85	7/1/24
Florence Steiner	Adult Education Certified Nursing Instructor	IV	16	\$37.15	7/0/24
Florence Steiner	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/1/24
Bruce Steiner	Adult Education Certified T&I – Supplemental	IV	24	\$41.81	7/1/24
John Stouffer	Adult Education Certified Computer Instructor	IV	3	\$25.31	7/1/24
Joann Tabellion	Adult Education Certified Nursing – Supplemental	IV	16	\$37.15	7/1/24

**B. Classified Employment**

1. Approval of the following resignation(s):

NAME	POSITION	REASON	EFFECTIVE
Donald Lingle	Custodian – Lead Afternoon	Resignation for the Purpose of Accepting the Maintenance/Custodian Position	6/30/24
Scott Viator	IT Help	Resignation for the Purpose of Accepting the Aide/Safety Security Monitor Position	8/16/24

- Approval of the following staff to represent the Wayne County Schools Career Center as members on community/professional organizations effective August 1, 2024: Executive Assistant to the Superintendent & District Events Specialist
- Approval for all part-time bargaining unit staff who attend Convocation Day on August 14, 2024 to receive up to 5.75 hours of pay at their regular rate of pay, per time sheets, for Public School Works Training, working in labs, and morning sessions
- Approval of the payment of classified substitutes and aides to attend Substitute Orientation Training annually and to be paid at an hourly rate
- Approval to employ up to 12 student workers for the 2024-2025 school year part-time/hourly/as needed/per time sheets, not to exceed 29.5 hours per week, per the Student Worker Pay Scale
- Employment of Connie Engman to provide Account Clerk/Administrative Assistant support at \$29.75 per hour from July 1, 2024 through June 30, 2025, part-time/hourly/as needed/per time sheets:

7. 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
Donald Lingle	Maintenance/Custodian	C	12 month	II (7/11)	17

8. 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
Amanda Dudte	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	10	8/14/24
Scott Viator	Aide/Safety Security Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	2	8/19/24

9. Approval of the reimbursement of \$75 for Ohio Department of Education & Workforce required bus driver annual re-certification expenses per submitted paid invoice from Med Pro Group for the following drivers for the 2024-2025 school year:

Holly Bowman  
Nancy Brown  
Jerry Gasser  
Kathy Keener

10. Revision to the employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2024-2025 year:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Robbie Pittman	Adult Education Classified Aspire, IELCE, FLT (was Adult Education Classified)	I	6	\$13.87	7/01/24

C. Consultant Contracts (none)

D. Volunteers (none)

E. Approval to remove the following from inventory:

- Various junk parts from IT that will be sent to Buildings & Grounds for recycling (copies available)
- From Culinary Arts:

ITEM	REASON	BAR CODE	SERIAL NUMBER
Product Prep Cooler	Damaged/end of life span	12141	5333732
Product Prep Cooler	End of life span	12138	14466810
Dish Washer	Often needs repair and is outdated	12134	D10048249

Combi Oven	Inconsistent functionality	12131	010207-D070S
Double Convection Oven	Partially broken	12157	913890010410
Double Door Convection Oven	Partially working	12152	913890020410
Double Door Reach-in Freezer	Not working	12137	5363064
Double Door Reach-in Freezer	Breaks down often	12149	5361725
Double Door Reach-in Freezer	Breaks down often	12148	5361724
Single Door Reach-in Cooler	Out-of-date	12159	5349550
Single Door Reach-in Cooler	Will not hold proper temperature	12161	5372202
Deep Fryer	Out-of-date and end of life span	12146	0205MA0234
Deep Fryer	Out-of-date and end of life span	12145	0205MA0235
Ice Machine	End of life span	12135	020620237

3. From Criminal Justice:

ITEM	REASON	BAR CODE	SERIAL NUMBER
FX8B Forensic Optical Comparator	No use for this – we now use digital	8046	Plate is missing
FX8B Forensic Optical Comparator	No use for this – we now use digital	8045	Plate is missing
FX8B Forensic Optical Comparator	No use for this – we now use digital	8044	17028
FX8B Forensic Optical Comparator	No use for this – we now use digital	8043	15396
FX8B Forensic Optical Comparator	No use for this – we now use digital	8042	Plate is missing

4. From Auto Tech:

ITEM	REASON	BAR CODE	SERIAL NUMBER
'06 Ford Crown Victoria	Poor/not running – North End Towing & Recovery to scrap		2FAFP71W56X144015

5. From Diesel Tech:

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
Freightliner Frame (left over from North End Garage donation)	Usable parts removed – trading to T. Garrett Hall/Jones Rental Inc. for cost of removal.	None	None
Isuzu Box Truck	Useable parts removed – will need towed to scrap.		4KLB4B1U24J800986

F. Approval to accept the following donations:

1. Six PLC stations and 100 licenses from Siemens Industry, Inc. for use by the RAMTEC Robotics program as part of the A3 Educator of the Year Award in which Mr. Drew Fuller is a finalist, with an approximate value of \$250,000



2. \$646.40 from Santmyer Logistics for use by the Diesel Technologies program
3. A juvenile boa constrictor from Tim Irving for use by the Animal Science program, with an approximate value of \$100
4. Five yards of peat moss from Tope's Peat Moss for use by the Agribusiness and Production program, with an approximate value of \$255
5. \$783 from MK Metal Products for use by the Welding Technologies program
6. Various electronic and electrical components from Schaeffler for use in the RAMTEC Robotics & Industrial Electronics program, with an approximate value of \$10,000
7. Various soft drinks from Bowman Beverage for use by the Yellow Tulip Project for Senior Picnic, with an approximate value of \$84.37

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

**V. REGULAR AGENDA**

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

1. Approval of a membership renewal to Ohio Technical Centers for 2024-2025 for a total of \$1,450
2. 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 (copies available)
3. Approval of an agreement for shared services between the Tri-County ESC and the Wayne County Schools Career Center for Grant Writing (copies available)
4. Approval of an updated Affiliation Agreement with Aultman Orrville Hospital for nursing clinicals (copies available)
5. Approval of an Affiliation Agreement with Wadsworth Point for clinical learning experiences (copies available)
6. Approval of an Affiliation Agreement with Sycamore Run Nursing & Rehabilitation for clinical learning experiences (copies available)
7. Approval of an Affiliation Agreement with Pleasant View Health Care Center for clinical learning experiences (copies available)
8. Approval of an Affiliation Agreement with Orrville Pointe for clinical learning experiences (copies available)
9. Approval of an Affiliation Agreement with the Wayne County Fair Board for clinical learning experiences (copies available)

10. Approval of an Affiliation Agreement with Western Reserve Masonic Community for clinical learning experiences (copies available)
11. Approval of an Affiliation Agreement with Wooster City Schools for clinical learning experiences (copies available)
12. Approval of an Affiliation Agreement with Avita Health System for clinical learning experiences (copies available)
13. The Aspire Program is proud to announce that it has received and accepted a generous grant of \$7,590.45 from the Wayne County Community Foundation to purchase new laptops for student use at three of our locations – Smithville, Wooster, and Orrville. This significant contribution will enhance the educational experience and provide essential tools for our students to succeed in their studies.
14. Approval to accept a renewal grant in the amount of \$8,000 from the Dollar General Literacy Foundation for the Aspire program
15. Approval of a Memorandum of Understanding with the Ohio Talent Development Network (OTDN) to serve as the conduit for job profiling, job matching, consultation, assessments, certifications, etc. (copies available)
16. Approval to apply for a renewal grant in the approximate amount of \$30,000 from the Ohio Department of Higher Education (ODHE) for the Integrated English Literacy & Civics Education Program
17. Approval of a Workforce & Economic Development Training Agreement with Stark State College to provide instructors and supplies for OPOTA Radar/Lidar training (copies available)
18. Approval of a Workforce & Economic Development Training Agreement with Stark State College to provide instructors and supplies for OPOTA driving training (copies available)
19. Approval to accept the proposal for property, fleet, and liability insurance with Ohio School Plan as presented. The new premiums are \$87,730, plus the excess crime coverage at \$2,272 (estimated) and the aviation-drones coverage at \$2,113, for a total of \$92,115 (estimated). Ohio School Plan is endorsed by the OSBA (copies available at the meeting).
20. Approval of a renewal agreement with O'Huddle, Inc. for continuation of student mentoring services for the 2024-2025 school year for \$26,250

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

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

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

1. Approval of the Medical Assisting Course of Study (copies available)
2. Approval of the Diesel Technologies Course of Study (copies available)

3. Approval of the Machining Technologies Course of Study (copies available)
4. Approval of the Practical Nursing Course of Study (copies available)
5. Approval of the 2024-2025 High School Student/Parent Handbook (copies available)
6. Approval of the Nurse Aide (NATCEP) Student Handbook Program Addendum (copies available)
7. Approval of the revised Practical Nursing Faculty Handbook (copies available)
8. Approval of the 2024-2025 Adult Practical Nursing Program Student Handbook Addendum (copies available)
9. Approval of an Advanced Standing Agreement with North Central State for the College Credit Plus Program for the 2024-2025 school year (copies available)
10. Approval of the revised Adult & Community Education Student Handbook (copies available)
11. Approval of the revised Adult & Community Education Employee Handbook (copies available)
12. Approval of the revised Adult & Community Education 840+ Schedule Staff Addendum (copies available)
13. Approval of the following job description(s) (copies available):
  - a. IT Specialist
  - b. Maintenance Custodian
  - c. LPN to RN Nursing Program Manager

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

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

- A. Approval of the revised list of student fees for the 2024-2025 school year (copies available)

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

**VII. ITEMS OF DISCUSSION**

- A. Board discussion

**VIII. EXECUTIVE SESSION**

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

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

**NOTE: The next Regular Meeting will be Wednesday, July 17, 2024 in G101/Board room.  
The reception will begin at 6:00 p.m. and the meeting will begin at 6:30 p.m.**