



**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**  
**(To be held via Zoom in lieu of the Governors orders restricting meetings of more than 10 people**  
**during the COVID-19 Pandemic)**

**Wednesday, May 19, 2021**  
**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 May 19, 2021 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
  - 1. Deborah McDonald, WCJVSEA President – 2020-2021 Presentation
- E. Outstanding Business Partner
  - 1. Cleveland Road Animal Hospital
- F. Staff Recognition
  - 1. High School Staff Excellence Awards  
Ben McConahay, Deisel Technologies Instructor
  - 2. Adult Education Staff Excellence Awards  
Jeff Mehling, AE Welding Instructor
  - 3. Adult Education Student Recognition  
Andrew Nardo, Ebdner Furnaces – Quality Assurance Apprenticeship Program
- G. Motion to approve the minutes from the April 21, 2021 Regular Meeting **(Exhibit B) (Voice)**

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

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

- A. SkillsUSA Advisor of the Year and Silver Award of Excellence – Warren Caskey
- B. Director’s Report **(Exhibit C – to be presented at the meeting)**
- C. Principal’s Report **(Exhibit D)**
- D. Safety Protocol Update
- E. Permanent Improvement Levy Renewal
- F. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Last Day for Seniors	5/21/21	F		
Last Day for All Students	5/27/21	Th		
WCSCC Board of Education Meeting	6/23/21	W	Zoom/G101	7:30 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 April 2021 **(Exhibit E)**
  - 2. Approval of the Financial Reports for April 2021 **(Exhibit F)**
  - 3. Approval of the Amended May 2021 Five Year Forecast **(Exhibit G)**

***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 for the following staff to receive a \$100 stipend from Adult & Community Education to participate in the Summer TANF Career Exploration Day:

Suzette Best  
Alexandria DeWitt  
Krista Garver  
Brett Gough  
Andrew Nicholson  
Bruce Steiner  
Joann Tabellion  
Thomas Tyler  
Leanna Wentzel

2. Lauren Romano, moved to Class 6, Step 7 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2021-2022 school year
3. Krista Garver, moved to Class 2, Step 11 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2021-2022 school year
4. Revision to the approval of John Miller as Hourly Certified Teaching Assistant for the 2020-2021 school year:

LAST	FIRST	CONTRACT	CLASS	STEP	EFFECTIVE
Miller	John	6 <sup>th</sup> 1 (as needed/per time sheets, not to exceed 200 hrs. total AND not to exceed 29.5 hrs/week)	Masters - \$27.93/hr	4	04/08/21 (was 04/21/21)

5. Employment of the following person(s) as full-time Certified Personnel as per Board Policy and the negotiated agreement for the 2021-2022 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Poling, Ryley	Classroom Instructor-Math/ Intervention Specialist	New 1	185	1	7	08/10/21
Vitallo, Jeff	Classroom Instructor- Language Arts/ Intervention Specialist	New 1	185	I	5	08/10/21

6. Employment of the following part-time Certified Teaching Assistants for the 2021-2022 school year as per Board Policy and the negotiated agreement:

NAME	CONTRACT	CLASS	STEP
O'Hearn, Celia	C (182 days at 5.75 hrs/up to 29.5 hrs/wk)	II	9
Tyler, Thomas	New 2 (182 days at 5.75 hrs/up to 29.5 hrs/wk)	II	22

7. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2020-2021 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Shaw-Johnson	Mary	Adult Education Certified	II	0	\$17.62	05/19/21
Stoll	David	Adult Education Certified	III	10	\$26.72	05/19/21
Wamback	Karen	Adult Education Certified	II	0	\$17.62	04/23/21

8. Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2021-2022 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Antonides	Nicholas	Adult Education Certified	II	9	\$22.71	07/01/21
Barnhouse	Michael	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	2	\$16.50	07/01/21
Brinkerhoff	Peggy	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	3	\$17.00	07/01/21
Coleman	Richard	Adult Education Certified	III	8	\$25.19	07/01/21
Cuckler	Daniel	Adult Education Certified	II	9	\$22.71	07/01/21
Duda	Amy	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	8	\$19.50	07/01/21
Edington	Denise	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	15	\$21.00	07/01/21
Edington	Denise	Adult Education Certified	IV	7	\$27.51	07/01/21
Farrar	Jennifer	Adult Education Certified	V	6	\$29.68	07/01/21
Fields-Pittman	Rebecca	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	2	\$14.50	07/01/21
Fox	Leslie	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	4	\$17.50	07/01/21
Glendinning	Jacquelyn	Adult Education Certified	V	16	\$39.88	07/01/21

Glendinning	Jacquelyn	Adult Education Certified	II	0	\$17.62	07/01/21
Gorey	Rachael	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	4	\$15.50	07/01/21
Halvorsen	Aleck	Adult Education Certified	IV	7	\$27.51	07/01/21
Hardman	Charles	Adult Education Certified	IV	14	\$33.83	07/01/21
Hartzler	Emily	Adult Education Certified – Supplemental	V	6	\$29.68	07/01/21
Hendricks	Kenneth	Adult Education Certified	II	12	\$24.81	07/01/21
Holderman	Daniel	Adult Education Certified	III	17	\$32.86	07/01/21
Immel Jr.	David	Adult Education Certified	II	12	\$24.81	07/01/21
Jindra	Cheryl	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	10	\$20.50	07/01/21
Kerr	Scott	Adult Education Certified	II	9	\$22.71	07/01/21
Klinect	Dale	Adult Education Certified	III	17	\$32.86	07/01/21
Lavy	Stacey	Adult Education Certified	II	0	\$17.62	07/01/21
Meshew	Bryon	Adult Education Certified	II	9	\$22.71	07/01/21
Milligan	Lori	Adult Education Certified	III	4	\$22.38	07/01/21
Moline	Barbara	Adult Education Certified	II	0	\$17.62	07/01/21
Moser	Keith	Adult Education Certified	III	5	\$23.05	07/01/21
Parker	Natalie	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	2	\$14.50	07/01/21
Pearson	Ryan	Adult Education Certified	II	15	\$27.11	07/01/21
Pfahler	Wanda	Adult Education Certified	IV	20	\$40.40	07/01/21
Pfahler	Wanda	Adult Education Certified	II	0	\$17.62	07/01/21
Phillips	Anna	Adult Education Certified – Supplemental	IV	9	\$29.19	07/01/21
Phillips	Anna	Adult Education Certified – Supplemental	II	0	\$17.62	07/01/21
Phillips	Anna	Instructor, Aspire, Adult Literacy, Literacy Ed – Supplemental	Bachelors	9	\$18.00	07/01/21
Robison	John	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	13	\$22.00	07/01/21
Rodgers	Lorie	Adult Education Certified – Supplemental	V	11	\$34.40	07/01/21
Rodgers	Lorie	Adult Education Certified – Supplemental	II	0	\$17.62	07/01/21
Rogers	Larry	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	7	\$17.00	07/01/21

Schreiber	Kim	Adult Education Certified	IV	18	\$38.09	07/01/21
Schumacher	Jodie	Adult Education Certified	V	1	\$25.60	07/01/21
Shaw-Johnson	Mary	Adult Education Certified	II	0	\$17.62	07/01/21
Sheipline	Traci	Adult Education Certified	II	0	\$17.62	07/01/21
Steiner	Bruce	Adult Education Certified – Supplemental	IV	22	\$40.40	07/01/21
Stoll	David	Adult Education Certified	III	10	\$26.72	07/01/21
Swansiger	Michael	Adult Education Certified	IV	11	\$30.97	07/01/21
Teichmer	April	Adult Education Certified	IV	12	\$31.90	07/01/21
Thornton	Rebecca	Adult Education Certified	III	20	\$35.91	07/01/21
Thornton	Rebecca	Adult Education Certified	II	0	\$17.62	07/01/21
Tyler	Thomas	Adult Education Certified – Supplemental	III	14	\$30.08	07/01/21
Wamback	Karen	Adult Education Certified	V	11	\$34.40	07/01/21
Wamback	Karen	Adult Education Certified	II	0	\$17.62	07/01/21
Weaver-Kranz	Josi	Adult Education Certified – Supplemental	IV	23	\$40.40	07/01/21
Wehn	Patricia	Adult Education Certified	IV	21	\$40.40	07/01/21
Wentzel	Leanna	Adult Education Certified – Supplemental	V	17	\$41.09	07/01/21
Wentzel	Leanna	Adult Education Certified – Supplemental	II	0	\$17.62	07/01/21
Widmer	Jody	Adult Education Certified	IV	20	\$40.40	07/01/21
Wong	Tiffany	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	2	\$14.50	07/01/21

#### B. Classified Employment

1. Resignation of Rebecca Carter, Early Childhood Education & Care Aide, effective at the end of the day on May 26, 2021
2. Resignation of Norm Beery, Aide/Monitor, effective at the end of the day on May 27, 2021
3. Employment of the following persons 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 2021-2022 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Baisel, Deborah	Aide/Monitor	2nd 1	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	6
Barnhouse, Michael	Aide/Monitor	2 of 2	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	4
Bilinovich, Terez	Aide/Monitor	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	8
Birkes, Erin	Aide/Monitor	New 2	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	5
Burkholder, Rick	Aide/Monitor	2 of 2	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	7
Fry, Jessica	Aide/Monitor	2nd 1	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	1
Haskins, Jacob	Casual Labor	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	5
Krites, Lesa	Aide/Monitor	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	14
Moffitt, Melinda	Aide/Monitor	2 of 2	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	5
Myers, Shelly	Snack Shack Monitor	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	4
Rutter, Christina	Aide/Monitor	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	12
Spangler, Brian	Cashier	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	8
Stump, Susan	Aide/Monitor	2nd 1	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	7
Ware, Darlene	Cashier	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	10
Yarman, Trina	Aide	C	Hrly/time shfts/reg sched/as needed up to 29.5 hrs/wk	I	11

4. Employment of the following persons as part-time/hourly/per time sheets/as needed, per Casual Labor Pay Scale, with a maximum of 29.5 hours per week (unless specifically noted) for the 2020-2021 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Cooper, Christina	Casual Labor	New 1	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for Summer Help only)	I	0
Wagner, John	Casual Labor	New 1	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for Summer Help only)	I	0

5. Employment of the following persons as part-time/hourly/per time sheets/as needed, per Casual Labor Pay Scale, with a maximum of 29.5 hours per week (unless specifically noted) for the 2021-2022 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Barnhouse, Michael	Casual Labor	<i>New C</i>	Part time/hrly/as needed/per time sheets up to 29.5 hrs/wk	I	3
Barnhouse, Michael	Animal Care/Feeding	2nd 1	Part time/hrly/as needed/per time sheets	I	3
Burkholder, Rick	Livestock Learning Center/Feeding	2nd 1	Part time/hrly/as needed/per time sheets	I	6
Bowman, Trevor	Casual Labor	C	Hrly/time shts as needed	I	6
Cooper, Christina	Casual Labor	2 <sup>nd</sup> 1	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for July 2021 and August 2021 Summer Help only)	I	0
Haley, Jason	Casual Labor	C	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for Summer Help only)	I	9
Hyatt, Jesse	Animal Care/Feeding	2nd 1	Part time/hrly/as needed/per time sheets	I	6
Johnson, Elizabeth	Casual Labor	<i>New C</i>	Part time/hrly/as needed/per time sheets not to exceed 200 hrs. (asst. w/ placement, enrollment and retention for both HS and AE)	I	8
Long, Amber	Animal Care/Feeding	C	Hrly/time shts as needed	I	17
O'Hearn, Celia	Animal Care/Feeding	C	Part time/hrly/as needed/per time sheets	I	9
Smith, Rocky	Casual Labor	C	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for Summer Help only)	I	7
Wagner, John	Casual Labor	2 <sup>nd</sup> 1	Part time/hrly/as needed/per time sheets (max. of 40 hrs. per week for July 2021 and August 2021 Summer Help only)	I	0
Winchell, Leah	Livestock Learning Center/Feeding	2nd 1	Part time/hrly/as needed/per time sheets	I	5
Yarman, Trina	ECE/Preschool Duties	New 2	Part time/hrly/as needed/per time sheets up to a maximum of 60 hrs	I	11

6. Employment of the following Classified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2021-2022 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Clevenger	Therese	Adult Education Classified	I	21	\$17.96	07/01/21



Clevenger	Therese	Office, Aspire, Adult Literacy, Literacy Ed, ESL	Classified Office	15	\$15.60	07/01/21
Danner	Sara	Child Care Aide, Literacy Ed	Classified Aide	5	\$9.40	07/01/21
Pittman	Robbie	Child Care Aide, Literacy Ed	Classified Aide	5	\$9.40	07/01/21
Reichert	Sharon	Office, Aspire, Adult Literacy, Literacy Ed	Classified Office	15	\$15.60	07/01/21

7. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2020-2021 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Cooper	Christina	Custodial	9	\$12.97	06/01/21
Wagner	John	Custodial	9	\$12.97	06/01/21

8. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2021-2022 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Cooper	Christina	Custodial	9	\$12.97	07/01/21
Wagner	John	Custodial	9	\$12.97	07/01/21

C. Consultant Contracts (none)

D. Volunteers:

1. The following individuals will be volunteering at Manufacturing Camp:

Andrew Johnson (Tri-County ESC)  
 Beth Gaubatz (Tri-County ESC)  
 Daniel Davis (WCSCC)  
 Wendy Stoller (WCSCC)  
 Jarod Harvey (Senior Student – WCSCC – CNC Program)

E. Approval to remove the following from inventory (none)

F. Approval of the following donation:

- \$10,000 from the Gene Haas Foundation for use by the Machining Technologies and CNC programs
- Donation of use of 3-4 sheep as needed for the purpose of instructional enhancement of the Agribusiness and Production program to be housed in the LLC building from Jessie Hyatt
- Donation of use of one steer as needed for the purpose of instructional enhancement of the Agribusiness and Production program to be housed in the LLC building from Alex DeWitt

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

**V. REGULAR AGENDA**

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

1. Approval of an agreement for shared services between the Tri-County Educational Service Center and the Wayne County Schools Career Center for Grant Writing **(Exhibit H)**
2. Approval of an agreement for shared services between Green Local Schools and the Wayne County Schools Career Center (copies available)
3. 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)
4. Approval of the Employment Services Contract Addendum with the Tri-county Educational Service Center (copies available)
5. Approval to apply for the USDOL Scaling Apprenticeship Through Sector-Based Strategies Grant DOL-ETA-33034-19-60-A-39 to support the development of apprenticeship programs in the region to train apprentices in one of the manufacturing career pathways in-demand skills areas which include Production; Industry 4.0; Machining; Welding; Automation & Robotics; and Industrial Maintenance. The fiscal agent for this grant, that we must apply to is Lorain County Community College.
6. Approval of an Affiliation Agreement with Community Health Care for the purpose of providing a clinical component for the Adult Medical Assisting Program (copies available)

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

**B. Resolutions (Roll Call)**

1. Approval of the resolution submitting to the electors of the school district the question of the renewal of an existing 0.5-mill tax levy for the purpose of General Permanent Improvements, pursuant to Section 5705.21 of the Revised Code **(Exhibit I)**

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

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

1. Approval of the revised Adult & Community Education Employee Handbook (copies available)
2. Approval of the revised Adult & Community Education 840+ Schedule Staff Addendum (copies available)

3. Approval of the revised Adult & Community Education Student Handbook (copies available)
4. Approval of the following revised/new/deleted board policy (copies available):

NUMBER	STATUS	TITLE
1422	Revised	Nondiscrimination and Equal Employment Opportunity
1623	Revised	504/ADA Prohibition Against Disability Discrimination in Employment
1662	Revised	Anti-Harassment
2240	Revised	Controversial Issues
2260	Revised	Nondiscrimination and Access to Equal Educational Opportunity
2260.01	Revised	Section 504/ADA Prohibition Against Discrimination Based on Disability
2266	Revised	Nondiscrimination on the Basis of Sex in Education Programs or Activities
3122	Revised	Nondiscrimination and Equal Employment Opportunity
3123	Revised	Section 504/ADA Prohibition Against Discrimination in employment
3362	Revised	Anti-Harassment
4122	Revised	Nondiscrimination and Equal Employment Opportunity
4123	Revised	Section 504/ADA Prohibition Against Discrimination in employment
4362	Revised	Anti-Harassment
5517	Revised	Anti-Harassment
6144	Revised	Investments
6220	Revised	Budget Preparation
6600	Revised	Deposit of Public Funds: Cash Collection Points
7450	Revised	Property Inventory
7455	Revised	Accounting System for Capital Assets
8450.01	Revised	Protective Facial Coverings During Pandemic/Epidemic Events
8500	Revised	Food Services
8510	Revised	Wellness

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

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

- A. Approval of the revised 2020-2023 Administrative Staff Handbook, with changes retroactive to August 1, 2017 **(Exhibit J)**

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

- B. Approval of the Memorandum of Understanding between the Wayne County Joint Vocational School District and the Wayne County Joint Vocational School District Education Association for staff member use of leave (copies available)

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

- C. Approval of the Memorandum of Understanding between the Wayne County Joint Vocational School District and the Wayne County Joint Vocational School District Education Association for school day change to 7:30 a.m. to 2:30 p.m. for the 2021-2022 school year (copies available)

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

**VII. ITEMS OF DISCUSSION**

- A. Board discussion

**VIII. EXECUTIVE SESSION**

- A. Executive Session (for the purpose of employment, discipline, or promotion of a public employee)  
**(Roll Call)**

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

**NOTE: The next Regular Meeting will be Wednesday, June 23, 2021 via Zoom.  
The meeting will begin at 7:30 p.m.**