



**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, May 15, 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 May 15, 2024 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Staff Recognition
  - 1. High School Staff Excellence Awards  
Chris Seal, Math Instructor  
Café Staff:
    - Pam Tarleton
    - Beth Woodward
    - Brian Spangler
    - Darlene Ware
    - Becky Peters
    - Cynthia Geiser
- F. Motion to approve the minutes from the April 24, 2024 Regular Meeting **(Exhibit B) (Voice)**
- G. Executive Session (if needed) **(Roll Call)**

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

- A. Director’s Report **(Exhibit C – Construction Update to be presented at the meeting)**

- B. Principal's Report (**Exhibit D**)
- C. Updates on Superintendent's Advisory Committees
- D. Top 10 State and National Winners
- E. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Senior Recognition Ceremony	5/16/24	Th	Wayne Co. Fairgrounds Event Center	7:00 p.m. (Board Members-arrive at 6:30 p.m.)
Last Day for Seniors	5/24/24	F		
Memorial Day – No School	5/27/24	M		
Last Day of School	5/30/24	Th		
Teacher Work Day	5/31/24	F		
WCSCC Regular Board Meeting	6/26/24	W	G101/Board Room	6:00 p.m. Reception 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 April 2024 (**Exhibit E**)
2. Approval of the Financial Reports for April (**Exhibit F**)
3. Approval of the FY24 Amended Appropriations (**Exhibit G**)
4. Approval of the Five Year Forecast (**Exhibit H – to be presented at the meeting**)
5. Approval of the 2024-2025 Student Activity Account (SAA) Budgets as proposed per the SAA Account Portfolio (copies available)
6. Approval of the 2024-2025 Rotary Account Budgets as proposed per the Rotary Account Portfolio (copies available)

***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. Employment of the following person(s) as full-time Certified Personnel for the 2024-2025 school year as per Board Policy and the negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
TBD	Integrated Science	New 1	185	TBD	TBD	8/13/24

2. 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	CONTRACT	CLASS	STEP	HOURLY RATE	EFFECTIVE
Karen Wamback	Adult Education Certified Nursing Instructor	V	14	\$38.92	7/1/24

3. Rescind the employment of the following Certified Personnel for Adult & Community Education, full-time, regularly scheduled, pending sufficient enrollment, per time sheets, effective 2024-2025 year:

NAME	CONTRACT	CLASS	STEP	HOURLY RATE
Karen Wamback	Adult Education Certified – minimum of 840 hours per fiscal year	V	14	\$38.92

4. 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:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Charity Brown	Adult Education Certified Nursing Instructor	V	11	\$35.60	05/15/24

5. Employment of the following Certified Personnel for Adult & Community Education, full-time, regularly scheduled, pending sufficient enrollment, per time sheets, effective 2024-2025 year:

NAME	CONTRACT	CLASS	STEP	HOURLY RATE	EFFECTIVE
Tracie Ackerman	Adult Education Certified – minimum of 840 hours per fiscal year	III	9	\$26.86	7/1/24

6. 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
William Arndt	Adult Education Certified Nursing Instructor	IV	17	\$38.27	7/01/24
William Arndt	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Suzette Best	Adult Education Certified MA – Supplemental	V	15	\$40.09	7/01/24
Kody Brenning	Adult Education Certified T&I Instructor	IV	5	\$26.85	7/01/24
Peggy Brinkerhoff	Instructor, Aspire, Adult Literacy, Literacy Ed	V	0	\$26.19	7/01/24
Robert Budgake	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Rosa Cleaver	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Richard Coleman	Adult Education Certified LETA Instructor	III	8	\$26.07	7/01/24
Daniel Cuckler	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Amy Duda	Instructor, Aspire, Adult Literacy, Literacy Ed	V	5	\$29.83	7/01/24
Denise Edington	Adult Education Certified Applied Academics	IV	7	\$28.47	7/01/24
Denise Edington	Instructor, Aspire, Adult Literacy, Literacy Ed	IV	7	\$28.47	7/01/24
Rebecca Elkevizth	Instructor, Aspire, Adult Literacy, Literacy Ed	V	1	\$26.50	7/01/24
Rebecca Fields-Pittman	Instructor, Aspire, Adult Literacy, Literacy Ed	IV	0	\$23.54	7/01/24
Timothy George	Adult Education Certified LETA Instructor	II	10	\$24.20	7/01/24
Rachael Gorey	Instructor, Aspire, Adult Literacy, Literacy Ed	III	1	\$21.20	7/01/24
Aleck Halvorsen	Adult Education Certified LETA Instructor	IV	7	\$28.47	7/01/24
Emily Hartzler	Adult Education Certified Aspire – Supplemental	V	9	\$33.58	7/01/24
Emily Hartzler	Adult Education Certified ADP – Supplemental	V	9	\$33.58	7/01/24
Todd Hinton	Adult Education Certified T&I Instructor	V	9	\$33.58	7/01/24
Daniel Holderman	Adult Education Certified T&I Instructor	III	20	\$37.17	7/01/24

Keri Hughes	Adult Education Certified Nursing Instructor	IV	13	\$34.00	7/01/24
Keri Hughes	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Dale Klinect	Adult Education Certified T&I Instructor	III	20	\$37.17	7/01/24
Stacey Lavy	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Natalie Marty	Adult Education Certified Nursing Instructor	IV	10	\$31.11	7/01/24
Natalie Marty	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Jeff Mehling	Adult Education Certified T&I – Supplemental	III	19	\$36.08	7/01/24
Bryon Meshew	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Douglas Miller	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Lori Milligan	Adult Education Certified AOP Instructor	III	6	\$24.58	7/01/24
Barbara Moline	Adult Education Certified Assessments	II	0	\$18.24	7/01/24
Keith Moser	Adult Education Certified LETA Instructor	III	5	\$23.86	7/01/24
Jacqueline Payne	Adult Education Certified Cosmetology Instructor	III	7	\$25.32	7/01/24
Ryan Pearson	Adult Education Certified LETA Commander	II	21	\$32.53	7/01/24
Wanda Pfahler	Adult Education Certified Nursing Instructor	IV	23	\$41.81	7/01/24
Wanda Pfahler	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Joanne Porr	Adult Education Certified AOP Instructor	V	7	\$31.64	7/01/24
April Post	Adult Education Certified AOP Instructor	V	12	\$36.67	7/01/24
April Post	Instructor, Aspire, Adult Literacy, Literacy Ed	V	12	\$36.67	7/01/24
John Robison	Instructor, Aspire, Adult Literacy, Literacy Ed	V	7	\$31.64	7/01/24
Scott Schmoll	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Kim Schreiber	Adult Education Certified Nursing Instructor	IV	21	\$41.81	7/01/24
Jodie Schumacher	Adult Education Certified LETA Instructor	V	1	\$26.50	7/01/24
Traci Shepline	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Robert Shott	Adult Education Certified LETA Instructor	II	9	\$23.50	7/01/24
Samantha Stephens	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
April Teichmer	Adult Education Certified LETA Instructor	IV	12	\$33.02	7/01/24

Karen Wambach	Adult Education Certified Nursing Tutor	II	0	\$18.24	7/01/24
Josi Weaver-Kranz	Adult Education Certified Career Services – Supplemental	IV	26	\$41.81	7/01/24
Patricia Wehn	Adult Education Certified Nursing Instructor	IV	24	\$41.81	7/01/24
Noah Wellman	Adult Education Certified T&I Instructor	III	9	\$26.86	7/01/24
Leanna Wentzel	Adult Education Certified Nursing Instructor – Supplemental	V	20	\$46.46	7/01/24
Leanna Wentzel	Adult Education Certified Nursing Tutor – Supplemental	II	0	\$18.24	7/01/24
Jody Widmer	Adult Education Certified STNA Instructor	IV	23	\$41.81	7/01/24
Tiffany Wong	Instructor, Aspire, Adult Literacy, Literacy Ed	IV	0	\$23.54	7/01/24

## B. Classified Employment

### 1. Approval of the following resignation(s):

NAME	POSITION	REASON	EFFECTIVE
Thomas Smith	Maintenance Custodian	Retirement	6/28/24

### 2. Employment of the following person(s) 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 2023-2024 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Matthew Anderson	Casual Labor	New 1	Part-time/hrly/per time shts/as needed up to 29.5 hrs/wk	I	0	5/28/24

### 3. Employment of the following person(s) 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 2024-2025 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Matthew Anderson	Casual Labor	2 <sup>nd</sup> 1	Part-time/hrly/per time shts/as needed up to 29.5 hrs/wk	I	0	7/1/24

### 4. Employment of the following person(s) as Classified Personnel, part-time/as needed/per time sheets/per schedule for the 2024-2025 school year:

NAME	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Holly Bowman	Bus Driver	6	\$27.60	8/19/24
Nancy Brown	Van Driver	6	\$27.60	8/19/24
Vicki Evans	Bus Driver	0	\$24.00	8/19/24

Jerry Gasser	Bus Driver	9	\$29.40	8/19/24
Jessica Gasser	Bus Driver	5	\$27.00	8/19/24
Kathy Keener	Bus Driver	8	\$28.80	8/19/24
Rod Martell	Bus Driver	3	\$25.80	8/19/24
Dave Paridon	Bus Driver	6	\$27.60	8/19/24
Elonit Saucedo	Bus Driver	1	\$24.60	8/19/24
Jim Spurlock	Van Driver	6	\$27.60	8/19/24

5. 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
Therese Clevenger	Adult Education Classified	I	24	\$19.96	7/01/24
Thereese Clevenger	Office, Aspire, Adult Literacy, Literacy Ed, ESL	I	24	\$19.96	7/01/24
Robbie Pittman	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:

1. Approval to remove the 1997 Ford F150 IFTDX1724VNA93268, rusty and not running, from inventory and trade to North End Towing in exchange for towing this vehicle from WCSCC
2. Approval to remove the 2004 Hyundai Elantra KMHDN46D74U918939, poor condition and not running, from inventory and trade to North End Towing in exchange for towing this vehicle from WCSCC
3. Approval to remove the Oldsmobile Bravada Frame, bare frame with no body, from inventory and trade to North End Towing in exchange for towing this vehicle from WCSCC
4. Approval to remove the 2007 Ford Freestyle IFMDK061076A09399, rusted and unusable, from inventory and trade to North End Towing in exchange for towing this vehicle from WCSCC and they will trade us an engine that can be used in lab
5. Approval to remove the 1991 Plymouth Voyager 2P4GH25K5MR308043, poor condition and not useful in lab any longer, from inventory and trade to North End Towing in exchange for towing this vehicle from WCSCC and they will trade us an engine that can be used in lab
6. Approval to remove the 2003 Nissan Altima IN4BL11E83C327237, poor condition and not useful in lab any longer, from inventory and trade to North end Towing in exchange for towing this vehicle from WCSCC and they will trade us a transmission that can be used in lab

F. Approval to accept the following donations:

1. Donation from the following for the WCSCC 3 E's Ceremony:

BUSINESS/ORGANIZATION	AMOUNT
Wooster Area Chamber of Commerce	\$250

2. Donations from the following for WCSCC Drug Free Clubs:

BUSINESS/ORGANIZATION	AMOUNT
Wooster Hydrostatics, Inc.	\$500

3. Donation of a 1991 DT466 engine from Zach Beadnell for use in the Diesel Technologies program, with an approximate value of \$950
4. Donation of \$500 from Wrench Way to be used by the Automotive Technologies program

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

V. REGULAR AGENDA

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

1. Approval of an Employment Contract Addendum with the Tri-County Educational Service Center (copies available)
2. Approval of a Clinical Site Agreement Addendum/Use of Preceptors with Aultman College of Nursing and Health Sciences (copies available)
3. Approval of an Affiliation Agreement with Aultman Orrville Hospital for nursing clinicals (copies available)

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

B. Resolutions **(Roll Call)**

1. Approval of a Resolution to Advertise to Bid for the WCSCC Cybersecurity and Industrial Electronics Projects (CTE Construction Project, Phase Two) **(Exhibit I)**

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

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

1. Approval of the Hospitality Course of Study (copies available)
2. Approval of the Cosmetology Course of Study (copies available)



3. Approval of the Buildings & Grounds Course of Study (copies available)
4. Approval of the Culinary Arts Course of Study (copies available)
5. Approval of the Interactive Media Course of Study (copies available)
6. Approval of the Exercise Science & Sports Medicine Course of Study (copies available)
7. Approval of the Dental Assisting Course of Study (copies available)
8. Approval of the revisions/additions to the 2024-25 Student Parent Handbook (copies available at the meeting)
9. Approval of the following revised/new/deleted board policy (copies available):

NUMBER	STATUS	TITLE
2623	Revised	Student Assessment and Academic Intervention Services
3120.04	Revised	Employment of Substitute Teachers
3140	Revised	Termination and Resignation
4124	Revised	Employment Contract
4140	Revised	Termination and Resignation
5310	New	Health Services
8600.04	Revised	Bus Driver Certification
8640	Revised	Transportation for Field and Other District-Sponsored Trips
8650	Revised	Transportation by School Van
8660	Revised	Incidental Transportation of Students by Private Vehicle

10. Approval of the following overnight field trip requests (copies available):

FIELD TRIP	REASON	LOCATION	DATE	# STUDENTS	# ADVISORS	# PARENTS
Educators Rising	Nat'l. Leadership Conf.&Competition	Marriott Marquis – Washington, DC	6/28-7/1/24	9	2	0
Key Club	International Convention	Hilton Atlanta	7/9-7/15/24	2	1	0
SkillsUSA	Officers Retreat	SkillsUSA Headquarters in Columbus, OH	6/10-6/14/24	1	0 (SkillsUSA Advisor on-site)	0
HOSA	National Competition	Convention Center – Houston, TX	6/25-6/30/24	2	1	0

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

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

- A. Approval for the purchase of replacement equipment for the Culinary Arts program per the Association of Educational Purchasing Agencies contract “IFB#022.5C Instructional Equipment” through Hubert. We are part of this cooperative purchasing program through our Ohio Schools Council membership. The price of this equipment, delivery, and installation is \$91,128.70. Note: The dishwasher, at a cost of \$18,832 will be purchased through Breckenridge because it was more economical, bringing the total cost to \$109,960.70 (copies available)

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

- B. Approval of the Memorandum of Understanding between the Wayne County Joint Vocational School Education Association (WCJVSEA) and the Wayne County Joint Vocational School District (WCJVSD) for Special Education Teacher Salary Schedule Placement (copies available)

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

- C. Approval of a CCP Teacher Credentialing Grant Agreement (Summer 2024-Summer 2025, 18 semester hours) with the Governing Board of the East Central Ohio Educational Service Center for the following teachers: Dan Davis and Helena Ritchey. Teachers will pay for the 18 semester hours of coursework up front and be reimbursed through the CCP credentialing grant. (copies available)

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

- D. Approval of a Memo of Understanding with the Governing Board of East Central Ohio Educational Service Center for the Teacher Credentialing Grant (copies available)
- E. Approval of a Teacher Credential Repayment Agreement with Dan Davis (copies available)
- F. Approval of a Teacher Credential Repayment Agreement with Helena Ritchey (copies available)

***Motion to approve Items D., E. and F. (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, June 26, 2024 in G101/Board room.  
The reception will begin at 6:00 p.m. and the meeting will begin at 6:30 p.m.**