



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**

*****Records Commission Meeting Prior to Board Meeting*****

Wednesday, November 20, 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 November 20, 2024 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
 - 1. Carissa Pittman, WCSCC Agribusiness & Production student and FFA National Competitor
- E. Staff Recognition
 - 1. High School Staff Excellence Awards
Alexandria DeWitt, Agribusiness & Production Instructor
 - 2. FFA Officers
President- Emma West- ABP
Vice President- Brenden Betts- AG
Secretary- Madison Wade- ABP
Treasurer- Cowen McKelvey- ABP
Reporter- Bella Nardecchia- ABP
Sentinel- Brooklynn Tarleton- ABP
Student Advisor- Paul Hostetler- AG
Historian- Sean Pavlich- AG
Chaplain- Tyler Hill- AG
 - 3. Waynedale Student Recognition
Charlotte Mast, Cosmetology, WCSCC Student of the Month
Tristan Franks, Business Entrepreneurship, WCSCC Student of the Month

Lola Adkins, Dental Assisting, WCSCC Student of the Month
Jason Harris, Welding Technologies, WCSCC Achievement Award

4. Wooster Student Recognition

Sam Fleming, Machining Technologies, WCSCC Student of the Month
Cruz Hartzler, Practical Nursing, WCSCC Student of the Month
Elizabeth VanFossen, Early Childhood Education & Care, WCSCC Perseverance Award
Mariano Pineda, Construction Technologies, WCSCC Achievement Award

F. Motion to approve the minutes from the October 16, 2024 Regular Meeting (**Exhibit B**) (**Voice**)

G. 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
Sophomore Visits	11/21, 11/22, 11/25, & 11/26	Th, F, M	WCSCC	
OSU vs. Michigan Tailgate Party	11/27/24	W	WCSCC Culinary Arts	10 a.m. to 1 p.m.
Thanksgiving Break	11/28-12/2/24	Th-M		
Open House	12/5/24	Th	WCSCC	5-7:30 p.m.
WCSCC Board of Education Meeting	12/18/24	W	G101/ Board Room	6:00 p.m. Reception 6:30 p.m. Regular 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 October 2024 (**Exhibit E**)

2. Approval of the Financial Reports for October (**Exhibit F**)

3. Approval of the November Five Year Forecast (**Exhibit G – to be presented at the meeting**)

4. Approval of the FY25 Amended Appropriations (**Exhibit H**)
5. Approval for use of pre-existing Fund 035-0000 – Severance Reserve Fund to prepare for future severance payments
6. Approval of the following fund transfer:

From:

001-0000 General Fund \$ 176,000

To:

035-0000 Severance Fund \$ 176,000

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 Full-Time Certified Staff Seniority List (Bargaining Unit Members) effective November 20, 2024 (**Exhibit I**)
2. Approval of a \$1,000 Adult Education certified staff stipend for “top of scale and no percentage increase” for AE certified staff who worked over 80 hours in the past work year (no stipends for tutors):

NAME	AREA
Kim Schreiber	Adult Education Certified Nursing Instructor

3. Approval of the correction for Steven Svab, AG Mechanics/Power Technologies Instructor, for X-Option pay per the 8/22/23 Memorandum of Understanding. Total X-Option pay due for the 2024-2025 school year is for 35 students (*was for 30 students*) for a total of \$6,953.47 (*was \$1,236.06*).
4. Approval 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
Joan Zimmerman-Miller	Adult Education Certified ADP Instructor	V	1	\$26.50	11/4/24

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

NAME	AREA	EFFECTIVE
Donna Fairhurst	HS Academic/Career Tech Teacher	10/21/24

B. Classified Employment

- Approval of the Full-Time Classified Seniority List (Bargaining Unit Members) effective November 20, 2025 **(Exhibit J)**
- 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 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	HOURLY RATE	EFFECTIVE
Denise Kotowski	Custodial/ Cleaner	New 1	Part-time/hrly/ per time shs/reg sched/as needed/up to 29.5 hrs/week	II	1	\$23.28	11/20/24

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

NAME	AREA	STEP	HOURLY RATE	EFFECTIVE
Michael Bragg	Aide/Monitor	5	\$16.60	11/20/24

C. General Employment

- Approval of the Part-Time Classified Seniority List (Bargaining Unit Members) effective November 20, 2024 **(Exhibit K)**

D. Consultant Contracts (none)

E. Volunteers (none)

F. Approval to remove the following from inventory

- Five Micro 850 Stations to be used for parts in RAMTEC lab stations (WCSCC Bar Code Tags 9899, 9890, 9891, 9892, 9893)

G. Approval to accept the following donations:

1. Two panoramic x-ray machines from Viola Startzman Clinic for use in the Dental Assisting program, with an approximate value of \$2,470
2. \$200 from the Wayne County Dairy Committee for use by Agribusiness students
3. Three polo shirts from Susie Lawson for use by SkillsUSA students, with an approximate value of \$90
4. \$100 from Gasser Electric for use by FFA students
5. \$50 from Fred Eichhorm in memory of Judy Davis for use in Adult Education programs

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

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

1. Approval of the Website Development & Hosting Proposal with TKG for the transfer, hosting, upgrade, and refresh of our website for a total of \$30,000 (copies available)

Motion to approve Grants and Agreements (Roll Call)

B. Resolutions (Roll Call) (none)

C. Documents and Materials (Voice)

1. Approval of the 2025-2026 School Year Calendar **(Exhibit L)**
2. Approval of the Engineering Technologies Course of Study (copies available)
3. Approval of the revised Adult & Community Education Student Handbook (copies available)
4. Approval of the following overnight field trip request(s) (copies available):

FIELD TRIP	REASON	LOCATION	DATE	# STUDENTS	# ADVISORS	# PARENTS
Early Childhood Education & Care	Ohio Early Childhood Conference	Kalahari Resort – Sandusky, OH	4/25-4/26/25	14	3	0

5. Approval of the following revised/new/deleted board policies (copies available after the meeting):

NUMBER	STATUS	TITLE
4124	Revised	Employment Contract
5136	Reapproval	Personal Communication Devices
7530.02	Reapproval	Staff Use of Personal Communication Devices

VI. NEW BUSINESS (ROLL CALL)

- A. Approval of the re-employment of Dr. Kip Crain as Superintendent effective August 1, 2025 and ending on July 31, 2026

VII. ITEMS OF DISCUSSION

- A. 2025 Regular Board Meeting Dates
- B. Board discussion

VIII. EXECUTIVE SESSION

- A. Executive Session (for the purpose of reviewing Superintendent and Treasurer evaluations)
(Roll Call)

IX. MOTION TO ADJOURN (VOICE)

**NOTE: The next Regular Meeting will be Wednesday, December 18, 2024 in G101/Board room.
The reception will begin at 6:00 p.m. and the meeting will follow at 6:30 p.m.**