



**Kip Crain, Superintendent**  
**Mary A. Workman, Treasurer**  
**Matt Brown, Principal**

518 West Prospect Street  
Smithville, Ohio 44677

High School: 330-669-7000  
High School Fax: 330-669-7001  
Adult Education: 330-669-7070  
Adult Ed Fax: 330-669-7071  
Website: [www.wcsc.org](http://www.wcsc.org)

**THE WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING**

**Wednesday, September 19, 2018**  
**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 September 19, 2018 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Consideration of the possible re-employment of Dr. Kip Crain, Superintendent, effective August 1, 2019:
  1. Public Input
  2. Board Discussion
- F. Consideration of the possible re-employment of Lynn Moomaw, Director of Operations and Adult Education, effective August 1, 2019:
  1. Public Input
  2. Board Discussion
- G. Motion to approve the minutes from the August 15, 2018 Special Board Meeting (**Exhibit B.1**) and August 15, 2018 Regular Meeting (**Exhibit B.2**) (**Voice**)

H. Board Committee Reports (**Exhibit C**)

1. Communications, Community Relations & Retention Committee  
Chair: Sue Williams  
Asst. Chair: Ann Tschantz  
Staff Liaison: Kip Crain
2. Curriculum Committee  
Chair: Susie Lawson  
Asst. Chair: Dan Stavnezer  
Staff Liaison: Jeff Schleich
3. Facilities Committee  
Chair: Frank Besancon  
Asst. Chair: Lisa Gwin  
Staff Liaison: Lynn Moomaw
4. Finance and Legislative Committee  
Chair: Susie Lawson  
Asst. Chair: Doug Stuart  
Staff Liaison: Mary Workman
5. Personnel Committee  
Chair: Greg Roadruck  
Asst. Chair: Kurt Steiner  
Asst. Chair: Doug Stuart  
Staff Liaison: Matt Brown
6. Student Services Committee  
Chair: Philip Keener  
Asst. Chair: TJ DeAngelis  
Staff Liaison: Matt Brown
7. Technology and Assessment Committee  
Chair: Don Noble  
Asst. Chair: Larry Acker  
Staff Liaison: Cheryl Boyer

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

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

- A. Director's Report (**Exhibit D**)
- B. Principal's Report (**Exhibit E**)
- C. Safety and Security Update
  - a. School Resource Officer (SRO) MOU

D. CTE Needs Assessment Update

- a. Career Connections Survey by Tri-County Educational Service Center
- b. Recommendations of Needs Assessment Committee
- c. CTE Program Recommendations (Dr. Crain and Matt Brown)

E. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Parent-Teacher Conferences	10/4/18	Th	WCSCC	4:00 p.m. – 8:00 p.m.
WCSCC Board of Education Meeting	10/17/18	W	G101/Board Room	7:00 p.m. Reception/ 7:30 p.m. Regular Meeting
Staff In-Service Day	10/19/18	F	WCSCC	
Fall Advisory Committee Meetings	10/25/18	Th	WCSCC	4:45 p.m. – 6:45 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 August 2018 **(Exhibit F)**
2. Approval of the Financial Reports for August 2018 **(Exhibit G)**
3. Approval of the FY19 Permanent Appropriations **(Exhibit H) (to be emailed and distributed at board meeting)**
4. Approval of the revision to the budget for Staff & Students Awards/Donations Rotary Account Budget (copies available)
5. Approval to accept the following donation:
  - a. Various gift cards from One-Eighty for donation to Drug Free Clubs of America for student incentives with an approximate value of \$141
  - b. Aluminum manifold gauge from Rural King to be used in the HVAC course for training purposes, with an approximate value of \$35
  - c. Trailer axles from Kenny Porter for use in the Truck Mechanics program with an approximate value of \$350

*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. Resignation of Catina Stecz, Science Instructor, effective at the end of the day on August 20, 2018
2. Approval of the following revised hourly rates schedule for Adult & Community Education (Originally approved at 4/25/18 board meeting. Added the following statement at the bottom of pay scale: All class movement requests must be put in writing by the employee and submitted no later than March 15 prior to the new fiscal year (July 1). The new salary can be no less than the present salary. Steps will be adjusted back to the highest step in the new class not to exceed a 6.25% total increase.):

WCSCC - ADULT & COMMUNITY EDUCATION  
HOURLY RATES  
STARTING JULY 1, 2018

Step	Class I	Class II	Class III	Class IV	Class V
0	\$9.74	\$17.27	\$19.78	\$22.29	\$24.80
1	\$10.04	\$17.57	\$20.08	\$22.59	\$25.10
2	\$10.34	\$18.10	\$20.68	\$23.27	\$25.85
3	\$10.65	\$18.64	\$21.30	\$23.97	\$26.63
4	\$10.97	\$19.20	\$21.94	\$24.68	\$27.43
5	\$11.30	\$19.78	\$22.60	\$25.43	\$28.25
6	\$11.64	\$20.37	\$23.28	\$26.19	\$29.10
7	\$11.99	\$20.98	\$23.98	\$26.97	\$29.97
8	\$12.35	\$21.61	\$24.70	\$27.78	\$30.87
9	\$12.72	\$22.26	\$25.44	\$28.62	\$31.80
10	\$13.10	\$22.92	\$26.20	\$29.47	\$32.75
11	\$13.49	\$23.61	\$26.99	\$30.36	\$33.73
12	\$13.90	\$24.32	\$27.80	\$31.27	\$34.74

<b>13</b>	\$14.31	\$25.05	\$28.63	\$32.21	\$35.79
<b>14</b>	\$14.74	\$25.80	\$29.49	\$33.17	\$36.86
<b>15</b>	\$15.19	\$26.58	\$30.37	\$34.17	\$37.97
<b>16</b>	\$15.64	\$27.37	\$31.28	\$35.19	\$39.10
<b>17</b>	\$16.11	\$28.19	\$32.22	\$36.25	\$40.28
<b>18</b>	\$16.59	\$29.04	\$33.19	\$37.34	\$41.49
<b>19</b>	\$17.09	\$29.91	\$34.18	\$38.46	\$42.73
<b>20</b>	\$17.61	\$30.81	\$35.21	\$39.61	\$44.01

<b>Class</b>	<b>Description</b>
<b>I</b>	Classified staff
<b>II</b>	Instructional staff. Proctor and tutor rate is Class II, Step 0
<b>III</b>	Associate's degree or 15 years of related experience
<b>IV</b>	Bachelor's degree
<b>V</b>	Master's degree

This schedule is for Adult & Community Education, high school nurse assistants, medical programs / nursing substitutes.

Staff pre-scheduled for 840 hours or more will be offered regular district insurance with the district paying 60% and the employee paying 40%.

A step raise will be awarded any year an hourly employee (excluding proctors, tutors, and LETA) works 80 or more hours.

General Interest instructors will be placed on Class II

All Law Enforcement Training Academy instructors will be paid a rate of \$22 per hour. Instructors above the \$22 pay rate as of June 30, 2018 will freeze at their current rate. Company Commander will be paid a rate of \$26 per hour.

All class movement requests must be put in writing by the employee and submitted no later than March 15 prior to the new fiscal year (July 1). The new salary can be no less than the present salary. Steps will be adjusted back to the highest step in the new class not to exceed a 6.25% total increase.

3. Jennifer Rue, IT Media Instructor, moved to Class VII, Step 5 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2018-2019 school year
4. Dawn Tresch, Practical Nursing Instructor, moved to Class III, Step 13 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2018-2019 school year
5. Employment of the following personnel as Extra Help Tutors for the 2018-2019 school year as needed, per time sheets, per the negotiated agreement:

<b>LAST</b>	<b>FIRST</b>	<b>STEP</b>	<b>HOURLY RATE</b>
Allen	Char	2 Masters	\$23.95
Plybon	Linda	1 Masters	\$22.76

6. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Thompson	Wendy	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	1	\$16.00	09/20/18
Antonides	Nicholas	Adult Education Certified			\$22.00	09/20/18
Abramson	Nicholas	Adult Education Certified			\$22.00	09/20/18

7. Revisions to the following contract approved at the July 18, 2018 Board of Education meeting: Employment of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Milligan	Lori	Adult Education Certified	III (was II)	1 (was 5)	\$20.08	07/01/18

8. Revisions to the following contract approved at the July 18, 2018 Board of Education meeting: Employment of the following Certified Personnel for Adult & Community Education, full-time/supplemental/hourly (*was part-time/supplemental/hourly*), regularly scheduled (*was as needed*), pending sufficient enrollment, per time sheets, effective 2018-2019 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Nussbaum	Julie	Adult Education Certified - <i>minimum of 840 hours/maximum of 1400 hours per fiscal year (new)</i>	II	7	\$20.98	07/01/18

9. Request back pay for Lori Milligan for FY18 in the amount of \$322.91 to account for incorrect placement on the pay scale Class II Step 4 at \$19.20 to correct placement of Class III Step 0 at \$19.78. Worked 556.75 hours in FY18.

10. Employment of the following individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	TEACHING AREA(S)	CLASS	STEP	DEGREE	HOURLY RATE	EFFECTIVE
Nussbaum	Connie	Nursing	IV	19	BSN	\$38.46	09/20/18
Pawlicki	Mary	School Nurse	IV	5	BSN	\$25.43	08/21/18
Ritz	Debora	Nursing	IV	16	BSN	\$35.19	07/01/18
Stephens	Samantha	Nursing	IV	12	BSN	\$31.27	09/20/18
Welch	Joy	School Nurse & AE/HS Nursing/Medical Sub	III	5	Associate	\$22.60	09/20/18
Widmer	Jody	Nursing	IV	17	BSN	\$36.25	09/20/18

- Employment of the following individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE
Edgerton	Rhonda	HS Academic/Career Tech Teacher	09/20/18
Perry	Michele	HS Academic/Career Tech Teacher - Long Term Sub in Language Arts Only	09/20/18
Sloan	Jessica	HS Academic/Career Tech Teacher	09/20/18

**B. Classified Employment**

- Resignation of Alan Ross, Classified Support Specialist, for the purpose of accepting the position of Transportation Specialist, effective at the end of the day on September 19, 2018
- Employment of the following person as full-time Classified Personnel for the 2018-2019 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Ross, Alan	Transportation Specialist	2 of 2	159 days + 9 holidays @ 8 hrs/day (prorated from 184 days + 10 holidays @ 8 hrs/day)	6 (7/11)	5	09/20/18

- Employment of the following persons as Classified Personnel, part-time/as needed/per time sheets/per schedule for the 2018-2019 school year:

LAST	FIRST	AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Brown	Nancy	Van Driver	3	\$19.76	8/20/18
Champer	Shannon	Bus Driver	1	\$18.62	8/20/18
Champer	Shawn	Bus Driver	1	\$18.62	8/20/18
Gasser	Jerry	Bus Driver	3	\$19.76	8/20/18
Keener	Kathy	Bus Driver	7	\$22.24	8/20/18
Martell	Rod	Bus Driver	3	\$19.76	8/20/18
Paridon	Dave	Bus Driver	1	\$18.62	8/20/18
Ross	Alan	Bus Driver	4	\$20.35	8/20/18
Ross	Mason	Bus Driver	0	\$18.31	8/20/18
Spurlock	Jim	Bus Driver	2	\$19.19	8/20/18
Stephenson	Deborah	Van Driver	1	\$18.62	8/20/18

- Employment of the following persons part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2018-2019 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Dodds, Rebecca	Part-Time Cook	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	3
Tuttle, Stefanie	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	4

5. Termination of the following contract for Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2018-2019:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Sackett	Sally	Adult Education Certified	II	14	\$25.80	08/17/18

6. Employment of the following person as full-time Classified Personnel for Adult & Community Education for the 2018-2019 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Auble, Tammy	Adult Ed AA	New 1	156 days + 7 holidays @ 8 hrs/day (prorated from 188 days + 10 holidays @ 8 hrs/day)	III (7/11)	5	09/17/18

7. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2018-2019 year:

LAST	FIRST	SUB AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Perry	Michele	Aide/Monitor	0	\$9.74	09/20/18
		Admin. Asst.	5	\$11.30	09/20/18
		Cashier/Cook	2	\$10.34	09/20/18

- C. Consultant Contracts (**none**)
- D. Volunteers (**none**)
- E. Approval to remove the following from inventory (**none**)

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

**V. REGULAR AGENDA**

- A. Grants and Agreements (**Roll Call**)
  - 1. Approval of the annual membership renewal fee of \$1,250 payable to the Wayne Economic Development Council (copies available)



2. Approval of the Employment Services Contract Addendum with the Tri-County Educational Service Center (copies available)
3. Approval of a Memo of Understanding with Turning Points Coalition to provide support for youth-led efforts within Drug Free Clubs of America and the Wayne County Schools Career Center: \$750 for supplies and \$800 for Staff Support and Group Facilitation (copies available)
4. Approval of a Memo of Understanding with Turning Points Coalition to provide support for youth-led substance abuse prevention through the Wayne County Schools Career Center Prom Committee: \$605 for supplies and \$800 for Staff Support and Group Facilitation (copies available)
5. Approval of a School Resource Officer (SRO) Memo of Understanding with the Wayne County Sheriff's Department (copies available)

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

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

1. Approval of the revised Patient Care Technology Program Student Handbook (copies available)
2. Approval of the revised Course of Study for Cosmetology (copy available)
3. Approval of the revised Course of Study for Truck Mechanics (copy available)
4. Approval of the revised Course of Study for Buildings and Grounds (copy available)
5. Approval of the following job description (copies available):
  - a. Transportation Specialist
  - b. Café Cook – Part Time

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

**VI. NEW BUSINESS (ROLL CALL) (none)**

**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 held on Wednesday, October 17, 2018.  
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**