



**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, August 16, 2023  
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 August 16, 2023 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Public Participation/Introduction of Guests
- E. Motion to approve the minutes from the July 19, 2023 Regular Meeting **(Exhibit B) (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. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
In-Service Day	8/16/23	W	WCSCC	8:00 a.m. – 3:00 p.m.
Student Orientation	8/17/23	Th	WCSCC	3:00 p.m. – 6:00 p.m.
Convocation Day	8/18/23	F	WCSCC	8:00 a.m. – 3:00 p.m.
First Day of School for 2 <sup>nd</sup> Year Students	8/21/23	M	WCSCC	
Frist Day of School for 1 <sup>st</sup> Year Students	8/22/23	T	WCSCC	

Labor Day – No School	9/4/23	M		
Fair Day – No School	9/11/23	M		
Waiver Day – No School	9/12/23	T		
WCSCC Board of Education Meeting	9/20/23	W	G101/Board Room	7:30 p.m. Regular Meeting

***Motion to approve Superintendent’s Report (Voice)***

**III. TREASURER’S CONSENT AGENDA**

**(ROLL CALL: Motion \_\_\_\_\_, Second \_\_\_\_\_)**

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 July 2023 **(Exhibit E)**
2. Approval of the Financial Reports for July 2023 **(Exhibit F)**

***Treasurer’s Consent Agenda (Roll Call)***

**IV. SUPERINTENDENT’S CONSENT AGENDA**

**(ROLL CALL: Motion \_\_\_\_\_, Second \_\_\_\_\_)**

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 certified individual(s) to substitute in area(s) indicated for the 2023-2024 school year:

NAME	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE DATE
Samantha Stephens	HS Academic/Career Tech Teacher	8/16/23

2. 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:

NAME	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Terez Bilinovich	Adult Education Certified Cosmetology Instructor	III (was II)	9	\$26.86 (was \$23.50)	7/17/23

3. 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
Emily Hartzler	Adult Education Certified Adult Diploma Program – Supplemental	V	8	\$32.59	8/1/23

**B. Classified Employment**

1. Revision to the employment of the following person(s) as part-time/hourly/per time sheets/as needed, per Board Policy and the negotiated agreement, with a maximum of 29.5 hours per week (unless specifically noted) for the 2023-2024 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Mark Kaufman	IT Help	New 1	Part-time/hrly/time shts/as needed up to 29.5 hrs/wk (was Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk)	I	0
Scott Viator	IT Help	2 <sup>nd</sup> 1	Part-time/hrly/time shts/as needed up to 29.5 hrs/wk (was Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk)	I	1

C. Consultant Contracts (none)

D. Volunteers (none)

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

F. Approval of the following donations (none)

***Superintendent’s Consent Agenda (Roll Call)***

**V. REGULAR AGENDA**

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

1. Approval to apply for a renewal grant in the approximate amount of \$34,000 from the Orrville Area United Way for the Aspire program

2. Approval of the AAMC Uniform Clinical Training Affiliation Agreement with University Hospitals Health System, Inc. (copies available)
3. Approval of an affiliation agreement with Heartland Behavioral Care (copies available)
4. Approval to request services, choose vendors, and enter into contracts for Category 1 & 2 services such as managed wireless and Internet access to meet requirements of the Universal Service Fund/School and Libraries Division Program for the next funding year. The program, also known as “E-Rate”, currently provides us with various discounts based on our enrollment, school setting status, and National School Lunch Program data.
5. Approval of an agreement with O’Huddle, Inc. for student mentoring continuation services effective 8/21/23-5/31/24 for up to \$25,000 (copies available)
6. Approval of the Memo of Understanding with Encompass Christian Counseling to provide school-based mental health services, specifically Case Management at WCSCC (copies available)

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

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

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

1. Approval of the revised Aspire Student Handbook (copies available)
2. Approval of the following job descriptions (copies available):
  - a. School & Community Relations Coordinator
  - b. Marketing & Communications Manager
  - c. Communication & District Events Specialist
  - d. ADP Specialist At-Risk Students

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

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

A. Approval of the following resolution:

**RESOLUTION** to Re-employ the Treasurer Mary Workman:

**WHEREAS**, the Treasurer’s Employment Contract with the Board of Education is effective from August 1, 2019 through July 31, 2024; and

**WHEREAS**, the Board of Education has evaluated the Treasurer and has met with her and is desirous of re-employing her for a term of 5 years;

**NOW THEREFORE BE IT RESOLVED**, that the Treasurer be re-employed effective August 1, 2024 through July 31, 2029 consistent with the terms of the Employment Contract.

*Motion to approve Item A.*

- B. Approval of a Resolution authorizing the purchase of construction services for roofing improvements from Tremco/Weatherproofing Technologies, Inc. through participation in a contract of the Ohio Schools Council (**Exhibit G**)

*Motion to approve Item B.*

**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, September 20, 2023 in G101/Board Room.  
The meeting will begin at 7:30 p.m.**