

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

**August 19, 2020**

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Keener at 7:30 p.m. on Wednesday, August 19, 2020 held via Zoom in lieu of the Governor's orders restricting meetings of more than 10 people during the COVID-19 Pandemic.

Call to Order – Pledge of Allegiance – Moment of Silence.

**ROLL CALL**

Roll Call showed members Mr. Frank Besancon, Mr. TJ DeAngelis, Mrs. Lisa Gwin, Mrs. Sue Herman, Mr. Philip Keener, Mrs. Susie Lawson, Mr. Don Noble, Dr. Greg Roadruck, Mr. Dan Stavnezer, Mr. Doug Stuart, Mrs. Ann Tschantz and Mrs. Sue Williams were in attendance.

Some members attended electronically.

Mr. Kurt Steiner was unable to attend.

**APPROVAL OF AGENDA CORRECTIONS / ADDITIONS / DELETIONS**

A motion by Mrs. Herman was seconded by Mr. Stavnezer to approve the August 19, 2020 Agenda, corrections, additions, and deletions.

**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:

*Revision to 8.* Employment of the following personnel as Extra Help Tutors for the 2020-2021 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Smilan	Jennifer	1 Bachelors (was 2 Bachelors)	\$22.06 (was \$23.03)

*Addition of 12.* Approval to reimburse Drew Fuller up to \$435 for personal items accidentally thrown away during moving of classrooms

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AGENDA CORECTIONS, ADDITIONS, AND DELETIONS – (Con't)

B. Classified Employment:

*Removal of 2.* Rescind the following contract for the employment of the following persons as part time/hourly/per time sheets/regularly scheduled/as needed, per Board Policy and negotiated agreement, with a maximum of 29.5 hours per week (unless specifically noted) for the 2020-2021 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP
Stephenson, Deborah	Aide/Monitor	<i>New C</i>	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	I	4

*Addition of 3.* Resignation of Deborah Stephenson, Aide/Monitor, effective at the end of the day on August 7, 2020

Roll call vote on the motion was a follows: Mrs. Herman, Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mrs. Williams and Mr. Keener – all say yes.

The motion was carried.

**PUBLIC PARTICIPATION/INTRODUCTION OF GUESTS**

Sandy Elliott was recognized for the William B. Ruth award.

**BOARD MINUTES**

A motion by Mrs. Williams was seconded by Mr. Stavnezer to approve the minutes from the July 15, 2020 Regular Meeting.

Voice call motion one the vote was as follows: Mrs. Williams, Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, and Mr. Keener – all say yes

**SUPERINTENDENT'S REPORT**

A motion by Mrs. Tschantz was seconded by Mr. Stavnezer to approve the Superintendent's Report as follows:

- A. Director's Report
- B. Principal's Report
- C. Updates on School Opening Protocols
- D. Updates on Spring/Summer Renovations

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SUPERINTENDENT’S REPORT – (Con’t)

- E. Updates on Superintendent’s Advisory Committees
- F. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Labor Day – No School	09/07/20	M		
Fair Day – No School	09/14/20	M		
Waiver Day – No School	09/15/20	T		
WCSCC Board of Education Meeting	09/23/20	W	Zoom	7:30 p.m. Regular Meeting

Voice call vote on the motion was as follows: Mrs. Tschantz, Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Williams, and Mr. Keener – all say yes.

The motion was carried.

**TREASURER’S CONSENT AGENDA**

A motion by Mr. Besancon was seconded by Mr. Stavnezer to approve the Treasurer’s Consent Agenda as follows:

A. Finance

1. Approval of the list of purchase orders and budgetary check register for July 2020
2. Approval of the Financial Reports for July 2020

Roll call vote on the motion was as follows: Mr. Besancon, Mr. Stavnezer, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mr. Williams and Mr. Keener – all say yes

The motion was carried.

**SUPERINTENDENT’S CONSENT AGENDA**

A motion by Mrs. Lawson was seconded by Mr. Stavnezer to approve the Superintendent’s Consent Agenda as follows:

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.

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

*The Superintendent recommends the following actions:*

A. Certified Employment:

1. Approval for Career Technical Workforce Development Substitutes holding CTWD Substitute Teaching Licensure to work up to one semester in another CTWD field during the 2020-2021 school year, due to the Covid-19 Pandemic, per the Superintendent’s request, and per Ohio Department of Education Guidelines
2. Resignation of Bobbi Jo Lovejoy, AE Practical Nursing Instructor, effective at the end of the day on August 28, 2020
3. Resignation of Jared Mellor, Adult Education Trade & Industry Instructor, effective July 29, 2020
4. Employment of the following person(s) as full-time Certified Personnel as per Board Policy and the negotiated agreement for the 2020-2021 school year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE
Irving, Timothy	Electronics Instructor	New 1	185	1	6	08/11/2020

5. Approval to pay Celia O’Hearn, Animal Science Teaching Assistant, and Thomas Tyler, Precision Machining Teaching Assistant, \$2,750 for the 2020-2021 school year for Teaching Leadership per the Memo of Understanding with the Wayne County Joint Vocational School District Education Association OEA/NEA
6. Employment of the following for 2020-2021 school year as supplemental positions per the negotiated agreement:

WCSCC RESIDENT EDUCATOR/PROGRAM MENTORS	
3.0% (of Class 1, Step 1 Base)	Warren Caskey
3.0% (of Class 1, Step 1 Base)	Dan Davis
3.0% (of Class 1, Step 1 Base)	Dawn Gummo
3.0% (of Class 1, Step 1 Base)	Amber Long
3.0% (of Class 1, Step 1 Base)	Kelly Miller
3.0% (of Class 1, Step 1 Base)	Angela Ramsay
3.0% (of Class 1, Step 1 Base)	Jennifer Rue
3.0% (of Class 1, Step 1 Base)	Beverly Squirrel
3.0% (of Class 1, Step 1 Base)	Amy Tietz
3.0% (of Class 1, Step 1 Base)	Liala Zimmerman

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

7. Employment of the following for 2020-2021 school year as supplemental positions per the negotiated agreement:

<b>Student Clubs</b>		
Key Club Advisor	2.5%	Beverly Squirrell
<b>Others</b>		
HSTW Leader	6.0%	Theresa Morgan
HSTW Assistant	2.0%	Lori Bartel
Resident Educator Coordinator	7.0%	Deb McDonald
LPDC Chair	1.5%	Amy Tietz
Parking Lot Monitor	\$12/hour	Andy Arko
Parking Lot Monitor	\$12/hour	Brett Gough
Dean of Students	8.0%	Bruce Woodruff
Weekday School Monitor	\$12/hour	Brad Tietz
Social Media Co-Editor	1.25%	Heather Lessiter
Social Media Co-Editor	1.25%	Danielle Starlin
STAR	1.0%	Heather Lessiter
EPEC Chair	1.5%	Deb McDonald

8. Employment of the following personnel as Extra Help Tutors for the 2020-2021 school year as needed, per time sheets, per the negotiated agreement:

LAST	FIRST	STEP	HOURLY RATE
Baechle	Jenny	1 Masters	\$24.16
Ehlert	Donna	8 Masters	\$32.96
Gummo	Dawn	0 Masters	\$23.27
Majka	Jennifer	6 Masters	\$30.44
Plybon	Linda	3 Masters	\$26.67
Smilan	Jennifer	1 Bachelors	\$22.06
Squirrell	Beverly	5 Masters	\$29.19
Zimmerman	Liala	0 Masters	\$23.27

9. 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 2020-2021 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Wamback	Karen	Adult Education Certified	V	10 (was 9)	\$33.41 (was \$32.44)	07/01/20

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

10. 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
Arndt	Coquette	Adult Education Certified	V	14	\$37.60	08/19/20
Barnhouse	Michael	Instructor, Aspire, Adult Literacy, Literacy Ed	Masters	1	\$16.00	08/10/20
Maximovich	Kayla	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	1	\$14.00	08/10/20
Wellman	Noah	Adult Education Certified	III	6	\$23.75	08/17/20
Wong	Tiffany	Instructor, Aspire, Adult Literacy, Literacy Ed	Bachelors	1	\$14.00	08/10/20

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

LAST	FIRST	SUBSTITUTE TEACHING AREA(S)	EFFECTIVE DATE
Carraway	Kayla	HS Career Tech – Graphic Design & Photography Only	08/10/20
Moore	Jennifer	HS Academic/Career Tech Teacher	08/10/20
Yablonski	Barbara	HS Academic/Career Tech Teacher	08/10/20

12. Approval to reimburse Drew Fuller up to \$435 for personal items accidentally thrown away during moving of classrooms.

B. Classified Employment:

- Approval for all part-time bargaining unit staff who attend Convocation Day on August 17, 2020 to receive up to 5 hours of pay at their regular rate of pay, per time sheets, for Public School Works Training and morning sessions
- Resignation of Deborah Stephenson, Aide/Monitor, effective at the end of the day on August 7, 2020

C. Consultant Contracts

D. Volunteers

E. Approval to remove the following from inventory

F. Approval to accept the following donations:

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1. 13 polo shirts that have an estimated value of \$156 from Liberty Tactical for use in the Law Enforcement Training Academy
2. Keyence Measuring Machine from Moog Flo-Tork for use in the Machining Technology program, valued at approximately \$5,000
3. Additional donations received from the following businesses and organizations for the Safe & Drug Free Clubs of America:

BUSINESS	LEVEL	AMOUNT
Wooster Glass	Silver	\$1,500
	<b>TOTAL</b>	<b>\$1,500</b>

Roll call vote on the motion was as follows: Mrs. Lawson, Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mrs. Williams, and Mr. Keener – all say yes

The motion was carried.

**REGULAR AGENDA**

**GRANTS AND AGREEMENTS**

A motion by Mr. Besancon was seconded by Mr. Stavnezer to approve the following Grants and Agreements:

1. 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.
2. Approval of a Clinical Site Agreement with Keystone Pointe Health and Rehabilitation for clinical learning experiences
3. Approval of an Affiliation Agreement with Gilcrest Center for clinical learning experiences
4. Approval of an agreement with the Tri-County Educational Service Center to provide Employment Services for the 2020-2021 school year at an estimated cost of \$811,372.51
5. Approval of an agreement with the Tri-County Educational Service Center to provide Educational/Special Services for the 2020-2021 school year at an estimated cost of \$6,672
6. Approval of an agreement to hire mental health counseling services with The Counseling Center for \$57,446.40 (to be paid from the Student Wellness and Success Fund) for 12 months beginning August 18, 2020

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GRANTS AND AGREEMENTS – (Con't)

7. Approval of a Support & Maintenance Agreement with ACEware Systems, Inc. to provide technical support of Adult & Community Education's student registration system
8. Approval to apply for a renewal grant in the approximate amount of \$35,000 from the Orrville United Way for the Aspire & Families Learning Together programs
9. Approval of a Donation Agreement with The Wooster Brush Company for Epson RC420 Scada Robot Controllers and related equipment for use in the RAMTEC Robotics lab valued at approximately \$3,000 (copies available)
10. Approval to pursue the Purdue Pharma, L.P., et al. claim with Peters Kalail & Markakis Co., L.P.A. Attorneys at Law
11. Approval of a Memo of Understanding with The Counseling Center of Wayne and Holmes County to provide mental health counseling services for the 2020-2021 school year
12. Approval to accept a grant in the amount of \$8,000 from The Mental Health and Recovery Board of Wayne and Holmes County K-12 Education Prevention Fund for the purpose of expanding the O'Huddle student mentorship program at WSCC

Roll call on the motion was as follows: Mr. Besancon, Mr. Stavnezer, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mrs. Williams, and Mr. Keener – all say yes.

**RESOLUTION**

None

**DOCUMENTS AND MATERIALS**

A motion by Mr. Stuart was seconded by Mr. Stavnezer to approve the following Documents and Materials:

1. Approval of the 2020-2021 Human Resources Flow Chart with names
2. Approval of the 2020-2021 Human Resources Flow Chart with positions
3. Approval of the Wayne County Schools Career Center High School Practical Nursing Program Student Handbook Addendum
4. Approval of the revised Certified Substitute Handbook
5. Approval of the Patient Care Technology Program Student Handbook
6. Approval of the revised Law Enforcement Training Academy Student Handbook Program Addendum



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DOCUMENTS AND MATERIALS – (Con't)

7. Approval of the revised Medical Assisting Student Handbook Program Addendum
8. Approval of the revised Cosmetology Student Handbook Program Addendum
9. Approval of the revised Nurse Aide (NATCEP) Student Handbook Program Addendum
10. Approval of the revised Student/Parent Handbook
11. Approval of the revised High School Staff Resource Manual
12. Approval of the Adult & Community Education Student Handbook
13. Approval of the Memo of Understanding with O’Huddle to provide student mentoring services for the 2020-2021 school year
14. Approval of the following job descriptions:
  - a. Café Head Cook
  - b. Café Cook – Cashier
  - c. Café Cook – PT
  - d. Custodian – Cleaner PT
  - e. Student Support Coordinator
  - f. Vocational Special Education Coordinator
15. Approval of the following revised/new/deleted board policy as permitted per Board Policy 0131 – Legislative

NUMBER	STATUS	TITLE
2266	New	Nondiscrimination on the Basis of Sex in Education Programs or Activities

Voice call vote on the motion was as follows: Mr. Stuart, Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mrs. Tschantz, Mrs. Williams, and Mr. Keener – all say yes

The motion was carried.

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DOCUMENTS AND MATERIALS – (Con't)

**NEW BUSINESS**

A motion by Mr. Stavnezer was seconded by Mr. Besancon to approve the following New Business:

- A. Recommendation to change certified substitute pay to \$90 per day for days 1-30, then \$120 per day for days 31-90 effective August 18, 2020. Substitute will be paid a \$2,500 bonus for substitutes who work more than 90 days for the 2020-2021 school year only. The \$2,500 bonus will not apply for long-term substitutes who are paid on the regular teaching salary schedule. The bonus will be payable at the completion of the school year. The increased rate of \$120 per day will take effect the first day worked after the Treasurer's Office has received written notification from the substitute via email at [wccc\\_payroll@tccsa.net](mailto:wccc_payroll@tccsa.net). A request for the \$2,500 bonus must be emailed to [wccc\\_payroll@tccsa.net](mailto:wccc_payroll@tccsa.net) after the first day worked after day 90.

Roll call vote on the motion was as follows: Mr. Stavnezer, Mr. Besancon, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mrs. Williams, and Mr. Keener – all say yes.

The motion was carried.

**ITEMS OF DISCUSSION**

- A. First reading of the following revised/new/deleted board policies:

NUMBER	STATUS	TITLE
1520	Revised	Employment of Administrators
1530	Revised	Evaluation of Directors and other Administrators
2270	Revised	Religion in the Curriculum
3124	Revised	Employment Contract
5001	New	Welcoming Everyone
5200	Revised	Attendance
5517.02	Deleted	Sexual Violence
5610	Revised	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5611	Revised	Due Process Rights
6144	Revised	Investments
6152	Revised	Student Fees, Fines, and Charges
6152.01	Revised	Waiver of School Fees for Instructional Materials
6325	Revised	Procurement – Federal Grants/Funds
6424	Revised	Procurement Cards
8450.01	New	Protective Facial Coverings During Pandemic/Epidemic Events
8800	Revised	Religious/Patriotic Ceremonies and Observances

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ITEMS OF DISCUSSION – (Con't)

B. The board discussed masks and religious requests.

**ADJOURNMENT**

A motion by Mr. Besancon was seconded by Mr. Stavnezer to adjourn the August Regular Board Meeting at 8:16 p.m.

Voice call vote on this motion was as follows: Mr. Besancon, Mr. Stavnezer, Mr. DeAngelis, Mrs. Gwin, Mrs. Herman, Mrs. Lawson, Mr. Noble, Dr. Roadruck, Mr. Stuart, Mrs. Tschantz, Mrs. Williams, and Mr. Keener – all say yes.

The motion was carried

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President

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Treasurer