



Lynn R. Moomaw, Superintendent
Mary A. Workman, Treasurer

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

Wednesday, August 20, 2025
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 August 20, 2025 Agenda – corrections – additions – deletions **(Roll Call)**
- D. Motion to approve the minutes from the July 16, 2025 Regular Meeting **(Exhibit B) (Voice)**
- E. Executive Session (if needed) **(Roll Call)**

II. SUPERINTENDENT’S REPORT (VOICE)

- A. Director’s Report **(Exhibit C)**
- B. Principal’s Report **(Exhibit D)**
- C. Preview District Dashboard (Dr. Cerniglia)
- D. Cell Phones
- E. Strategic Plan
- F. Updates on Superintendent’s Advisory Committees
- G. Staffing
- H. Important Upcoming Dates and Times

EVENT	DATE	DAY	LOCATION	TIME
Labor Day – No School	9/1/25	M		
Fair Day – No School	9/8/25	M		1-6 p.m.
Waiver Day – No School	9/9/25	T		8 a.m. – 3 p.m.
WCSCC Regular Board Meeting	9/17/25	W	G101/Board Room	6:30 p.m.
Trades & Treats	10/7/25	T	WCSCC	5-6:30 p.m.
Parent Teacher Conferences	10/16/25	Th	WCSCC	4-8 p.m.
Waiver Day – No School	10/17/25	F		8 a.m. – 3 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 July 2025
(Exhibit E)
2. Approval of the Financial Reports for July 2025 **(Exhibit F)**
3. Approval of the following fund transfer:

From:

001 General Fund \$1,000

To:

018-9600 Board/ADM Scholarship fund \$1,000

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. Resignation of Chris Kubilus from his minimum of 840 hours per fiscal year (split between AE & Aspire contracts) full-time, regularly scheduled, pending sufficient enrollment, per time sheets Adult & Community Education 2025-2026 contract effective at the end of the day on 8/11/25 in order for him to accept a full-time position as Cybersecurity & Computer Programming Instructor for High School, effective 8/12/25
2. Char Allen, Special Education Coordinator, move to Class VII, Step 12 at \$79,225 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2025-2026 school year
3. Correction to Kendall Mowrer, Math Instructor, moved to Class V (*was IV*), Step 5 at \$60,308 due to the completion of required coursework/semester hours and/or certification/licensure requirements per the negotiated agreement effective 2025-2026 school year
4. Approval for Angela Ramsay to be paid 1/7 of her salary for teaching zero period during the 2025-2026 year
5. Employment of the following person(s) as full-time Certified Personnel for the 2025-2026 school year per Board Policy and the negotiated agreement:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	EFFECTIVE	SALARY
Jessica Besancon	Patient Care Technologies	New 1	185	1	10	8/12/25	\$63,635
Emily Wilson	Intervention Specialist	New 1	185	5	10	8/12/25	\$72,889

6. Rescind the employment of the following for the 2025-2026 school year for supplemental positions per the negotiated agreement:

OTHERS		
MSW Leader	6.0% / \$2,735.04	Theresa Morgan
Curriculum Development	2.5% / \$1,139.60	Andy Nicholson

7. Employment of the following for the 2025-2026 school year for supplemental positions per the negotiated agreement:

OTHERS		
MSW Leader	6.0% / \$2,735.04	Jenn Majka
Curriculum Development	2.5% / \$1,139.60	Jessica Immel

8. Employment of the following certified staff for the 2025-2026 school year as Mentor supplemental contract positions @ 3% / \$1,367.52 of Class 1, Step 1 Base per the negotiated agreement:

WCSCC RESIDENT EDUCATOR/ PROGRAM MENTORS
Erin Baker
Michelle Bower
Dan Davis
Kimberly Huffman

Julie Keener
Kelly Miller
Angela Ramsay
Jennifer Rue
Beverly Squirrell

9. Employment of the following for the 2025-2026 school year for Extra Help Tutor supplemental positions per the negotiated agreement, as needed, per time sheets:

NAME	STEP	HOURLY RATE
Erin Baker	3 Masters	\$28.72
Donna Ehlert-Mowery	8 Masters	\$35.49
April Heffner	0 Masters	\$25.06
Taylor Lab (Ammons)	0 Bachelors	\$22.81
Jennifer Smilan	4 Masters	\$30.07
Bev Squirrell	8 Masters	\$35.49

10. Employment of the following for supplemental positions per the negotiated agreement:

OTHERS		
Parking Lot Monitor	\$20/hr.	Andrew Arko
Banquets	\$200/event	Stefanie Tuttle

11. Approval of the following Certified Personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, pending sufficient enrollment, per time sheets, effective 2025-2026 year:

LAST	FIRST	AREA	CLASS	STEP	HOURLY RATE	EFFECTIVE
Halvorsen	Aleck	Adult Education Certified Building Security	IV	7	\$28.47	08/21/25
Kubilus	Chris	Adult Education Certified Adult Education Instructor	IV	3	\$25.31	08/13/25
Kubilus	Chris	Instructor, Aspire, IELCE, FLT - Supplemental	IV	3	\$25.31	08/13/25
Saunders	Leslie	Adult Education Certified General Interest Instructor	IV	0	\$23.54	08/21/25

12. Approval of \$500 Adult Education Certified Staff Proctor stipend for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Barb Moline

13. Approval of \$1,000 Adult Education Certified Staff stipends for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Dan Holderman
Dale Klinect
Dorothy Pearce
Kim Schreiber
Josi Weaver-Kranz

Patricia Wehn
Leanna Wentzel
Jody Widmer

B. Classified Employment

1. Employment of Darlene Ware to provide Cafeteria Support at \$20.78 per hour from August 4, 2025 through June 30, 2026 part-time/hourly/as needed/per time sheets
2. Employment of the following person(s) as part-time/hourly/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 2025-2026 year:

NAME	POSITION	CONTRACT	DAYS	CLASS	STEP	HOURLY RATE	EFFECTIVE
Melinda Hershberger	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	1	10	\$20.32	8/12/25
Deborah Martin	Aide/Monitor	New 1	Hrly/time shts/reg sched/as needed up to 29.5 hrs/wk	1	10	\$20.32	8/12/25

3. Employment of the following classified individual(s) to substitute in area(s) indicated for the 2025-2026 year:

NAME	SUBSTITUTE AREA	STEP	HOURLY RATE	EFFECTIVE DATE
Lesa Forbes	Aide/Monitor	5	\$16.60	8/20/25
	Cashier/Cook	3	\$15.80	8/20/25
Kimberly Klingman	Admin. Asst.	8	\$17.80	8/20/25
	Aide/Monitor	2	\$15.40	8/20/25

4. Approval of \$500 Adult Education Classified Staff stipend for “top of scale and no percentage increase” who worked over 80 hours in the past work year (no stipends for tutors):

NAME
Therese Clevenger

C. Consultant Contracts

1. High Caliber Initiatives, Be a Leader Worth Following, on or about September 9, 2025, \$35 per student
2. High Caliber Initiatives, Be a Leader Worth Following, on or about October 23, 2025, \$35 per student
3. High Caliber Initiatives, Rock Solid Teams, on or about September 17, 2025, \$35 per student
4. High Caliber Initiatives, Rock Solid Teams, on or about October 28, 2025, \$35 per student
5. High Caliber Initiatives, Team Player Styles, on or about September 25, 2025, \$35 per student
6. High Caliber Initiatives, Team Player Styles, on or about November 5, 2025, \$35 per student

7. Ramsier Financial, Retirement Planning Today, on or about October 2 & 9, 2025, \$30 per Student
8. Ramsier Financial, Retirement Planning Today, on or about October 7 & 14, 2025, \$30 per student

D. Volunteers (none)

E. Approval to remove the following from inventory:

1. Superintendent Kip Crain signature machine with bar code #15111, no longer useable

F. Approval to accept the following donations:

1. \$750 in food items from Grace Church's Supermarket Sweep initiative for the Key Club Food Pantry
2. \$350 in school supply items from the Wayne County Sheriff's Office from their Stuff the Bus initiative to aid in serving students in need of school supply attainment assistance

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

V. REGULAR AGENDA

A. Grants and Agreements (Roll Call)

1. Approval of a School Resource Officer (SRO) Agreement with the Wayne County Commissioners for the 2025-2026 school year (copies available)
2. Approval of an Affiliation Agreement with QUICKMed Urgent Care for clinical learning experiences for the Adult Medical Assisting Program (copies available)
3. 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.
4. Approval of a Vending Agreement with Lorain Music and Vending Company, Inc. for evening Snack Shack (copies available)
5. Approval for Donna Ehlert-Mowrey to use her classroom after school hours, for the upcoming school year and next summer, to complete an Orton-Gillingham Practicum with an elementary school student from Green Local School District. This practicum focuses on teaching students with dyslexia how to read.
6. Approval for the Wayne County Sherriff's Office to use a school van or bus for the Stuff the Bus event on August 4, 2025

7. Approval of a Professional Learning Contract with Michelle J. Elia to be the speaker/presenter on Vocabulary and Morphology at the September 9, 2025 Waiver Day for a cost of \$2,250 (copies available)
8. Approval to apply for a renewal grant in the approximate amount of \$35,000 from the Orrville Area United Way for the Aspire program

Motion to approve Grants and Agreements (Roll Call)

B. Resolutions (Roll Call)

1. Approval of the resolution Requiring the Continuation of a Five-Year Financial Forecast **(Exhibit G)**

Motion to approve Resolution 1. (Roll Call)

C. Documents and Materials (Voice)

1. Approval of the Auto Technologies Course of Study (copies available)
2. Approval of the following revised/new/deleted board policies (copies available):

NUMBER	STATUS	TITLE
1422	Revised	Nondiscrimination and Equal Employment Opportunity
1623	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
1662	Revised	Anti-Harassment
2260	Revised	Nondiscrimination and access to Equal Educational Opportunity
2260.01	Revised	Section 504/ADA Prohibition Against discrimination Based on Disability
2266	Revised	Nondiscrimination on the Basis of Sex in Education Programs or Activities
3122	Revised	Nondiscrimination and Equal Employment Opportunity
3123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
3362	Revised	Anti-Harassment
3440	Revised	Job-Related Expenses
4122	Revised	Nondiscrimination and Equal Employment Opportunity
4123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
4362	Revised	Anti-Harassment
4440	Revised	Job-Related Expenses
5517	Revised	Anti-Harassment
6550	Revised	Travel Payment & Reimbursement/Relocation Costs

3. Approval of the following overnight field trip request(s) (copies available):

FIELD TRIP	REASON	LOCATION	DATE	# STUDENTS	# ADVISORS	# PARENTS
National FFA Competition – The Big E	Competition	Eastern States Exposition	9/12-9/14/25	1	1	0

Motion to approve Documents and Materials (Voice)

VI. NEW BUSINESS (ROLL CALL)

- A. Approval for Kimberly Huffman to travel to the National Council of Social Studies Board of Directors Meeting in Washington D.C. from September 19-21, 2025. She is required to attend as a board member. NCSS covers all travel costs.

Motion to approve Item A. (Roll Call)

- B. Approval for Kimberly Huffman to travel to the National Council of Social Studies Conference in Washington D.C. from December 3-7, 2025. Kimberly is on the board for this organization and is required to attend. Most of this conference is being paid for through NCSS and/or Tufts University. Flight and meal reimbursement will be paid by WCSCC. Estimated cost will be approximately \$400 for the flight and \$240 for meals.

Motion to approve Item B. (Roll Call)

- C. Approval for Kimberly Huffman to travel to National Civics Week in Philadelphia, PA from March 9-13, 2025. Tufts University will cover all travel costs.

Motion to approve Item C. (Roll Call)

- D. Approval of the Memorandum of Understanding between the Wayne County Joint Vocational Education Association (WCJVSEA) and the Wayne County Joint Vocational School District (WCJVSD) for Extended Time related to the Educational Technologies and School and Community Relations Coordinator (copies available)

Motion to approve Item D. (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, September 17, 2025 in G101/Board room.
The meeting will begin at 6:30 p.m.**