

RECORD OF PROCEEDINGS

HELD

November 4, 2021

The Board of Education of the Washington County Joint Vocational School District met for the Regular meeting on November 4, 2021 at 5:30 p.m. in the Annex Building Board Room.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye.

The Pledge of Allegiance was recited and Mr. Booth gave the opening prayer.

Introduction of Guests – Mike Elliott, Tony Huffman, Kaye Spiker, Evan Schaad, Ken Schilling & Bill Stacy.

Mr. Stacy and Mr. Schilling provided positive feedback about the agribusiness planning program that is provided by Adult Technical Education with Mr. Marty Clark

Treasurer's Report and Business

- a. Finance Committee Meeting was held 4:45
- b. 5 Year Forecast was presented.

Resolution #59-21

Moved by Mr. Arnold and seconded by Mr. Lauer to approve the following consent agenda items:

- a. Waive the reading and approve the minutes of the regular meeting of October 7, 2021.
- b. Approve the Financial Report by fund/special cost center, check register, bank reconciliation, and record of cash and investments for the month of October 2021.
- c. Authorize the Treasurer to establish **Ohio K-12 Connectivity Fund** (Fund 451-9022) for the 2021-2022 school year; increase and approve revenue and appropriations in the amount of \$1,800.
- d. Approve 5-Year Financial Forecast, below:

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

The Washington County Career Center
 Washington County
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 For the Fiscal Years Ended June 30, 2019, 2020 and 2021 Actual;
 Forecasted Fiscal Years Ending June 30, 2022 Through 2026

	Actual			Average Change	Forecasted				
	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021		Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026
Revenues									
1.010 General Property Tax (Real Estate)	\$1,863,528	\$1,978,560	\$2,024,843	4.3%	\$2,050,281	\$2,117,992	\$2,168,952	\$2,172,535	\$2,230,389
1.020 Public Utility Personal Property Tax	\$714,229	\$808,948	\$671,343	-1.9%	\$678,741	\$686,253	\$689,637	\$694,287	\$697,017
1.030 Income Tax	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
1.035 Unrestricted State Grants-in-Aid	\$2,474,435	\$2,469,085	\$2,482,629	0.2%	\$2,898,689	\$3,306,417	\$3,307,027	\$3,307,649	\$3,308,284
1.040 Restricted State Grants-in-Aid	\$1,128,148	\$1,127,471	\$1,127,464	0.0%	\$1,127,464	\$1,127,464	\$1,127,464	\$1,127,464	\$1,127,464
1.045 Restricted Federal Grants in Aid	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
1.050 Property Tax Allocation	\$273,592	\$280,643	\$289,943	3.1%	\$290,167	\$298,193	\$310,521	\$311,399	\$320,128
1.060 All Other Revenues	\$198,923	\$315,613	\$367,148	37.5%	\$273,866	\$254,464	\$154,947	\$105,435	\$80,928
1.070 Total Revenues	\$6,651,855	\$6,980,320	\$6,963,370	2.3%	\$7,319,328	\$7,790,783	\$7,758,548	\$7,718,769	\$7,784,211
Other Financing Sources									
2.010 Proceeds from Sale of Notes	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
2.020 State Emergency Loans and Advancements (Approved)	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
2.040 Operating Transfer-in	\$85,000	\$81,500	\$92,166	4.5%	\$93,957	\$93,000	\$93,000	\$93,000	\$93,000
2.050 Advances-in	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
2.060 All Other Financing Sources	\$70,759	\$98,123	\$74,944	7.5%	\$70,445	\$70,445	\$70,445	\$70,445	\$70,445
2.070 Total Other Financing Sources	\$155,759	\$179,623	\$167,110	4.2%	\$164,402	\$163,445	\$163,445	\$163,445	\$163,445
2.080 Total Revenues and Other Financing Sources	\$6,807,614	\$7,159,943	\$7,130,480	2.4%	\$7,483,730	\$7,954,228	\$7,921,993	\$7,882,214	\$7,927,656
Expenditures									
3.010 Personal Services	\$3,173,863	\$3,219,503	\$3,282,872	1.7%	\$3,626,254	\$3,681,935	\$3,746,954	\$3,855,039	\$3,966,282
3.020 Employees' Retirement/Insurance Benefits	\$1,356,980	\$1,373,616	\$1,470,474	4.1%	\$1,573,048	\$1,665,951	\$1,797,018	\$1,921,805	\$2,057,527
3.030 Purchased Services	\$660,169	\$655,017	\$603,151	-4.3%	\$618,784	\$645,061	\$672,514	\$701,195	\$731,161
3.040 Supplies and Materials	\$384,371	\$429,915	\$399,785	2.4%	\$417,749	\$430,282	\$443,191	\$456,487	\$470,181
3.050 Capital Outlay	\$314,835	\$136,205	\$88,576	-45.9%	\$225,000	\$200,000	\$200,000	\$200,000	\$200,000
3.060 Intergovernmental	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
Debt Service:									
4.010 Principal-All (Historical Only)	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
4.020 Principal-Notes	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
4.030 Principal-State Loans	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
4.040 Principal-State Advancements	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
4.050 Principal-HB 264 Loans	\$163,348	\$378,146	\$68,249	-24.8%	\$68,249	\$0	\$0	\$0	\$0
4.055 Principal-Other	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
4.060 Interest and Fiscal Charges	\$15,831	\$16,059	\$0	-49.3%	\$0	\$0	\$0	\$0	\$0
4.300 Other Objects	\$110,545	\$99,186	\$101,110	-4.2%	\$102,551	\$104,015	\$105,502	\$107,014	\$108,549
4.500 Total Expenditures	\$6,179,842	\$6,307,647	\$6,014,217	-1.3%	\$6,631,635	\$6,727,244	\$6,965,179	\$7,241,540	\$7,533,700
Other Financing Uses									
5.010 Operating Transfer-Out	\$243,183	\$291,500	\$602,166	63.2%	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000
5.020 Advances-Out	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
5.030 All Other Financing Uses	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0
5.040 Total Other Financing Uses	\$243,183	\$291,500	\$602,166	63.2%	\$153,000	\$153,000	\$153,000	\$153,000	\$153,000
5.050 Total Expenditures and Other Financing Uses	\$6,423,125	\$6,599,147	\$6,616,383	1.5%	\$6,784,635	\$6,880,244	\$7,118,179	\$7,394,540	\$7,686,700
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$384,489	\$560,796	\$514,097	18.8%	\$699,095	\$1,073,984	\$803,814	\$487,675	\$240,956
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	\$5,430,146	\$5,814,635	\$6,375,431	8.4%	\$6,889,528	\$7,588,623	\$8,662,606	\$9,466,421	\$9,954,095
7.020 Cash Balance June 30	\$5,814,635	\$6,375,431	\$6,889,528	8.9%	\$7,588,623	\$8,662,606	\$9,466,421	\$9,954,095	\$10,195,051
8.010 Estimated Encumbrances June 30	\$69,992	\$43,180	\$82,680	26.6%	\$82,680	\$82,680	\$82,680	\$82,680	\$82,680

Superintendent's Report and Business

- a. Thanksgiving Dinner – November 24
- b. Honor Roll – 1st 9 Weeks – 371 Students
 - i. Directly Enrolled – Noah Fullerton – 3.333 GPA
 Jackson Schaad - 3.5 GPA
- c. Substitute Teacher Qualifications
- d. School Resource Officer Position with Sheriff's Office

Resolution #60-21

Moved by Mr. Lauer and seconded by Mr. Arnold to approve the following consent agenda items:

- a. Employ the following part-time Adult Technical Training instructors for the year ending June 30, 2022:

<u>Name</u>	<u>Area</u>	<u>Rate/Hr.</u>	<u>Effective</u>
Amy Brokaw	Medical Assistant	\$21.60	November 2, 2021
Amy Brokaw	Medical Billing Specialist	\$21.60	November 2, 2021
*Brittany Ellison	Medical Assistant	\$22.40	November 8, 2021
*Nichoale Shaulis	Medical Billing Specialist	\$22.40	November 8, 2021
Jessica Townsend	Medical Assistant	\$21.60	October 30, 2021

(*) Pending BCI/FBI background check and Adult Education Permit.

- b. Employ the following substitute teachers at a rate of \$150 per day for 2021-2022 school year: Rebecca Wears & Leslie Yoak.
- c. Approve agreement with local health care facilities for secondary students for 2021-2022 school year.
- d. Approve amended Agribusiness Planning & Analysis Coordinator job description, Resolution #91-10.
- e. Approve amended Director of Adult Technical Training job description, Resolution #33-02.
- f. Approve Club Activity budgets for 2021-2022, below:
- g. Approve Resident Educator allocation for July 1, 2021, through June 30, 2022, per Article 11.08 Tuition Reimbursement, H:

Resident Educator:		
Amy Pinkerton	TBD	\$3,000

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
 Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
 Mrs. West, Aye. President West declared the resolution adopted.

Summary of Club Activity Budgets
2021-2022

<u>CLUB</u>	<u>PRIOR YEAR'S ESTIMATED BALANCE</u>	<u>ESTIMATED INCOME</u>	<u>ESTIMATED EXPENDITURES</u>	<u>ESTIMATED ENDING BALANCE</u>
<u>CULTURAL AND BENEVOLENT FUND</u>	\$ 34,532.52	\$ 3,356.00	\$ 20,700.00	\$ 17,188.52
<u>STUDENT ADVISORY COUNCIL</u>	6,680.55	5,800.00	7,030.00	5,450.55
<u>NATIONAL TECHNICAL HONOR SOCIETY</u>	1,564.37	300.00	1,500.00	364.37
<u>BUSINESS PROFESSIONALS OF AMERICA</u>				
Chapter	8,679.29	7,740.00	13,240.00	3,179.29
Graphic Design & Video Production	1,846.39	100.00	1,150.00	796.39
Digital Marketing	917.59	4,000.00	3,000.00	1,917.59
<u>FUTURE FARMERS OF AMERICA</u>				
Chapter	5,954.47	850.00	3,720.00	3,084.47
Landscape & Turf Management	658.63	300.00	400.00	558.63
<u>SkillsUSA</u>				
Chapter	11,097.03	11,076.00	19,371.00	2,802.03
Auto Collision Repair & Refinishing	693.06	150.00	800.00	43.06
Auto Mechanics	845.93	260.00	620.00	485.93
Building Technology -Carpentry	2,949.20	1,600.00	2,250.00	2,299.20
Cosmetology	768.05	480.00	950.00	298.05
Diesel Truck Mechanics	1,735.26	1,800.00	1,800.00	1,735.26
Electricity	739.69	2,300.00	2,700.00	339.69
Heavy Equipment	1,018.93	1,500.00	1,600.00	918.93
Masonry	397.33	210.00	600.00	7.33
Medical College Prep	1,163.82	585.00	1,700.00	48.82
Patient Health Care	1,247.48	450.00	1,625.00	72.48
Sports Medicine & Exercise Science	1,245.95	-	1,020.00	225.95
Welding	1,170.78	470.00	1,575.00	65.78

Resolution #61-21 – Approve Substitute Teacher Qualifications

Moved by Mr. Booth and seconded by Ms. Adams Hall to adopt the following resolution:

Per Senate Bill 1, for the 2021-2022 school year the Board will waive the requirement that a substitute teacher must have a post-secondary degree. A substitute teacher must be “deemed of good moral character,” and successfully completed an R.C. 3319.39 criminal background check. The State Board will issue a nonrenewable temporary substitute teacher license to an individual who meets Washington County Career Center requirements.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
 Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
 Mrs. West, Aye. President West declared the resolution adopted.

Resolution #62-21 – Section 125 Premium Only Plan 2022

Moved by Mr. Arnold and seconded by Mr. Lauer to approve the following resolution:

RESOLVED, that the form of Section 125 Cafeteria Plan effective January 01, 2022, is hereby approved and adopted and the Treasurer of the Washington County Career Center is authorized and directed to execute the Plan as the “Administrator”.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the Administrator shall act as soon as possible to notify the employees of the adoption of the Plan in the form of the Summary of Plan Description.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #63-21 – Accept Retirement of Kaye Spiker, Assistant Director/Civil Rights & Anti-Harassment Officer

Moved by Mr. Booth and seconded by Mr. Lauer to adopt the following resolution:

WHEREAS, **Kaye Spiker, Assistant Director/Civil Rights & Anti-Harassment Officer** with 22 years of service at the Career Center has requested to be released from her contract of employment for retirement purposes by way of her letter of retirement effective June 30, 2022; and,

BE IT RESOLVED, That severance pay be provided under the provisions of her contract; and,

BE IT FURTHER RESOLVED, That the Board of Education commends her for her public service rendered, commitment to students, and loyalty to the school and the community; and,

Be IT FURTHER RESOLVED, That this retirement is accepted with deep regret, but with best wishes and sincere appreciation.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #64-21 – Employ Health & Wellness Specialist

Moved by Mr. Booth and seconded by Mr. Arnold to adopt the following resolution:

Employ, **Sara Sauls**, as full-time **Health & Wellness Specialist** beginning November 8, 2021.

Her employment classification will be Classification I, Step 4-(6 hours/day) (189 days a year) at \$22,562.55 (pro-rated salary for 135 days) – 18 pays for the remainder of the 2021-2022 school year.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #65-21 – Approve Family & Medical Leave for Chad Barth

Moved by Mr. Lauer and seconded by Mr. Lyons to adopt the following resolution:

BE IT RESOLVED, That, upon recommendation of the Superintendent, Chad Barth, Auto Collision Repair & Refinishing Instructor, be approved for Family & Medical Leave beginning September 17, 2021, through September 16, 2022, (using sick leave, personal and days without pay) per the Family & Medical Leave Act (FMLA) and board Policy 3430.01.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #66-21 – Accept Resignation of Patient Health Care Instructor

Moved by Mr. Lauer and seconded by Mr. Arnold to adopt the following resolution:

WHEREAS, **Angela Diehl**, Patient Health Care Instructor, has submitted a letter of resignation; therefore,

BE IT RESOLVED, That the resignation of Angela Diehl be accepted effective October 24, 2021.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #67-21 – Employ Maintenance Supervisor

Moved by Mr. Booth and seconded by Mr. Lauer to adopt the following resolution:

Employ **Byron Butts** as full-time **Maintenance Supervisor**, beginning December 13, 2021, due to the retirement of Pete Spaziani.

His employment classification is Class 1, Step 4 (8 hours/day) (260 days/year) at \$39,392.64 (pro-rated for 144 days) – 13 pays for the remainder of the 2021-2022 school year

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #68-21 – Accept retirement of Marty Clark, Agribusiness, Compliance & Workforce Development Coordinator

Moved by Mr. Arnold and seconded by Mr. Lauer to adopt the following resolution:

WHEREAS, **Marty Clark, Agribusiness, Compliance, & Workforce Development Coordinator** with 23 years of service at the Career Center has requested to be released from his contract of employment for retirement purposes by way of his letter of retirement effective May 1, 2022; and,

BE IT RESOLVED, That severance pay be provided under the provisions of his contract; and,

BE IT FURTHER RESOLVED, That the Board of Education commends him for his public service rendered, commitment to students, and loyalty to the school and the community; and,

Be IT FURTHER RESOLVED, That this retirement is accepted with deep regret, but with best wishes and sincere appreciation.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #69-21 – Employ Patient Health Care Instructor

Moved by Mr. Booth and seconded by Mr. Lauer to adopt the following resolution:

Employ: **Amy Pinkerton, RN, BSN**
Program: Patient Health Care
Beginning: December 6, 2021

Salary Step: C-10 – (pro-rated for 113.5 days) – 17 pays for the remainder of the 2021-2022 school year.
Extended Days beginning on December 6, 2021

Note: Pending receipt of BCI/FBI background checks with no record and teaching license.

BE IT FURTHER RESOLVED, That under the provisions of ORC 3319.08, such employee shall be directed and assigned.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Resolution #70-21 – School Resource Officer Agreement Contract

Moved by Mr. Booth and seconded by Mr. Arnold to adopt the following resolution:

WHEREAS, the Washington County Sheriff's Office agrees to maintain a regularly scheduled School Resource Officer assigned to the Washington County Career Center.

WHEREAS, pursuant to Section 311.29, 505.43 and 3313.37 of the Ohio Revised Code, the County Sheriff may enter into contract with Washington County Career Center, to render any police services.

THEREFORE, authorize the Treasurer to enter into a School Resource Officer agreement between the Washington County Career Center and Washington County Sheriff's Office for up to 184 school days per academic calendar year.

BE IT RESOLVED, this contract shall begin on January 3, 2022, not to exceed the amount of \$68,700 for the 2022 calendar year.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the resolution adopted.

Mr. Booth distributed evaluation packets for Superintendent and Treasurer to be completed by all Board Members and returned by December 1.

ADJOURNMENT

Moved by Mr. Booth and seconded by Ms. Adams Hall to adjourn.

Roll Call: Ms. Adams Hall, Aye; Mr. Arnold, Aye; Mr. Booth, Aye;
Mr. Lauer, Aye; Mr. Lang, Aye; Mr. Lyons, Aye;
Mrs. West, Aye. President West declared the meeting adjourned at
6:24 p.m.

President

Treasurer