

## RECORD OF PROCEEDINGS

HELD

October 8, 2020

The Board of Education of the Washington County Joint Vocational School District met for the Regular meeting on October 8, 2020 at 6:00 p.m. in the DCB High School Commons.

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 Ms. Adams Hall gave the opening prayer.

Introduction of Guests – Mike Elliott, Tony Huffman, Evan Schaad, and Kaye Spiker

Treasurer's Report and Business

- a. Finance Committee met on October 1, 2020 @ 8 a.m.
- b. Presentation of 5-Year Forecast

### **Resolution #49-20**

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

- a. Waive the reading and approve the minutes of the regular meeting of September 10, 2020.
- b. Approve the Financial Report by fund/special cost center, check register, bank reconciliation, and record of cash and investments for the month of September 2020.
- c. Authorize the Treasurer to approve contract with WASCO for mail service effective November 1, 2020, daily cost \$9.50 and a .04 per piece processing charge.
- d. Authorize the Treasurer to reimburse each participating school district one-half of the expenses for members attending Capital conference, November 7-10.
- e. Approve 5-Year Financial Forecast, see 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, 2018, 2019 and 2020 Actual;  
 Forecasted Fiscal Years Ending June 30, 2021 Through 2025

	Actual				Average Change	Forecasted				
	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020			Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
<b>Revenues</b>										
1.010 General Property Tax (Real Estate)	1,858,378	1,863,528	1,978,560	3.2%	2,013,700	2,031,988	2,113,647	2,165,323	2,168,899	
1.020 Tangible Personal Property	586,766	714,229	808,948	17.5%	609,881	740,121	744,711	749,301	752,991	
1.030 Income Tax	0	0	0	0.0%	0	0	0	0	0	
1.035 Unrestricted State Grants-in-Aid	2,556,474	2,474,435	2,469,085	-1.7%	2,452,795	2,455,703	2,460,732	2,461,235	2,461,746	
1.040 Restricted State Grants-in-Aid	1,105,047	1,128,148	1,127,471	1.0%	1,127,471	1,127,471	1,127,471	1,127,471	1,127,471	
1.045 Restricted Fed. SFSP Fd. 532 FY10&11/Ed Jobs Fd.504 FY10	0	0	0	0.0%	0	0	0	0	0	
1.050 Property Tax Allocation	272,161	272,592	280,643	1.6%	290,590	285,840	298,225	310,555	311,433	
1.060 All Other Revenues	182,856	198,923	315,613	33.7%	317,675	319,467	321,290	275,531	205,996	
1.070 <b>Total Revenues</b>	<b>6,961,682</b>	<b>6,951,855</b>	<b>6,980,320</b>	<b>3.2%</b>	<b>6,812,112</b>	<b>6,960,591</b>	<b>7,066,076</b>	<b>7,089,416</b>	<b>7,028,539</b>	
<b>Other Financing Sources</b>										
2.010 Proceeds from Sale of Notes	-	-	-	0.0%	\$0	\$0	\$0	\$0	\$0	
2.020 State Emergency Loans and Advancements (Approved)	-	-	-	0.0%	0	0	0	0	0	
2.040 Operating Transfers-In	83,248	85,000	81,500	-1.0%	92,166	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	105,949	70,759	98,123	2.7%	78,999	74,500	74,500	74,500	74,500	
2.070 <b>Total Other Financing Sources</b>	<b>189,197</b>	<b>155,759</b>	<b>179,623</b>	<b>-1.2%</b>	<b>171,165</b>	<b>167,500</b>	<b>167,500</b>	<b>167,500</b>	<b>167,500</b>	
2.080 <b>Total Revenues and Other Financing Sources</b>	<b>6,750,879</b>	<b>6,807,614</b>	<b>7,159,943</b>	<b>3.0%</b>	<b>6,983,277</b>	<b>7,128,091</b>	<b>7,233,576</b>	<b>7,256,916</b>	<b>7,196,039</b>	
<b>Expenditures</b>										
3.010 Personal Services	\$2,974,206	\$3,173,863	\$3,219,503	4.1%	\$3,343,702	\$3,570,978	\$3,627,399	\$3,731,777	\$3,839,200	
3.020 Employees' Retirement/Insurance Benefits	\$1,299,334	\$1,356,980	\$1,373,616	2.8%	\$1,434,203	\$1,589,655	\$1,649,691	\$1,779,018	\$1,901,742	
3.030 Purchased Services	\$600,272	\$660,169	\$655,017	4.6%	\$684,985	\$714,775	\$745,853	\$777,930	\$811,669	
3.040 Supplies and Materials	349,708	384,371	429,915	10.9%	439,255	455,989	469,668	483,758	498,271	
3.050 Capital Outlay	334,195	314,835	136,205	-31.3%	315,771	320,171	310,171	291,171	291,171	
3.060 Intergovernmental	-	-	-	0.0%	-	-	-	-	-	
Debt Service:										
4.010 Principal-All (Historical Only)	-	-	-	0.0%	-	-	-	-	-	
4.020 Principal-Notes	-	-	-	0.0%	-	-	-	-	-	
4.030 Principal-State Loans	-	-	-	0.0%	-	-	-	-	-	
4.040 Principal-State Advancements	-	-	-	0.0%	-	-	-	-	-	
4.050 Principal-HE 264 Loans	159,521	163,348	378,148	66.9%	\$68,249	\$68,249	\$0	\$0	\$0	
4.055 Principal-Other	-	-	-	0.0%	-	-	-	-	-	
4.060 Interest and Fiscal Charges	19,658	15,831	16,059	-9.0%	\$0	\$0	\$0	\$0	\$0	
4.300 Other Objects	\$98,443	\$110,545	\$99,186	1.0%	\$100,579	\$101,993	\$103,430	\$104,889	\$106,371	
4.500 <b>Total Expenditures</b>	<b>5,835,337</b>	<b>6,179,942</b>	<b>6,307,647</b>	<b>4.0%</b>	<b>6,386,744</b>	<b>\$6,791,809</b>	<b>6,906,011</b>	<b>7,168,542</b>	<b>7,448,424</b>	
<b>Other Financing Uses</b>										
5.010 Operating Transfers-Out	\$361,953	\$243,183	\$291,500	-6.5%	\$152,166	\$153,000	\$153,000	\$153,000	\$153,000	
5.020 Advances-Out	-	-	-	0.0%	-	-	-	-	-	
5.030 All Other Financing Uses	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$0	\$0	
5.040 <b>Total Other Financing Uses</b>	<b>361,953</b>	<b>243,183</b>	<b>291,500</b>	<b>-6.5%</b>	<b>152,166</b>	<b>153,000</b>	<b>153,000</b>	<b>153,000</b>	<b>153,000</b>	
5.050 <b>Total Expenditures and Other Financing Uses</b>	<b>6,197,290</b>	<b>6,423,125</b>	<b>6,599,147</b>	<b>3.2%</b>	<b>6,538,910</b>	<b>6,944,809</b>	<b>7,059,011</b>	<b>7,321,542</b>	<b>7,601,424</b>	
6.010 <b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>553,589</b>	<b>384,489</b>	<b>560,796</b>	<b>7.7%</b>	<b>444,366</b>	<b>183,281</b>	<b>174,565</b>	<b>(64,626)</b>	<b>(405,385)</b>	
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	4,876,555	5,430,144	5,814,633	9.2%	6,375,429	6,819,795	7,003,077	7,177,642	7,113,016	
7.020 <b>Cash Balance June 30</b>	<b>5,430,144</b>	<b>5,814,633</b>	<b>6,375,429</b>	<b>8.4%</b>	<b>6,819,795</b>	<b>7,003,077</b>	<b>7,177,642</b>	<b>7,113,016</b>	<b>6,707,631</b>	
8.010 <b>Estimated Encumbrances June 30</b>	<b>82,827</b>	<b>69,992</b>	<b>43,180</b>	<b>-26.9%</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	

Superintendent's Report and Business

- a. Return to School
- b. Board Policies
- c. Projects – Updates to Building and Grounds Plan will be provided at a later date
- d. Title IX Highlights and new requirements provided
- e. Sophomore Visit planning is beginning to take place – Virtual Video to be created.

**Resolution #50-20**

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

- a. Accept the following donation:
  1. Mister Bee, 512 W. Virginia Avenue, Parkersburg, WV 26101, donated 180 (5 ounce) bags of chips to the Adult Technical Training students.

b. Employ Adult Technical Training instructors for the year ending June 30, 2021:

<u>Name</u>	<u>Area</u>	<u>Rate/Hr.</u>	<u>Effective</u>
*Charles “Brad” Griffin	Industrial Maintenance Mechanic	\$29.00	September 15, 2020
*Charles “Brad” Griffin	Instrumentation & Electricity	\$29.00	September 15, 2020
**Stacy Thomas	Surgical Technologist	\$20.00	October 9, 2020
John Whitacre	DIT	\$43.00	September 28, 2020
John Whitacre	Industrial Maintenance Mechanic	\$29.00	September 28, 2020

(\*) - Amended from the original amount approved per Board Resolution #47-20.

(\*\*)-Pending BCI & FBI background checks.

c. Approve Club Activity budgets for 2020-2021 – See Below.

**Summary of Club Activity Budgets**  
**2020-2021**

<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>	\$ 33,633.78	\$ 3,356.00	\$ 20,500.00	\$ 16,489.78
<u>STUDENT ADVISORY COUNCIL</u>	3,884.68	7,500.00	8,200.00	3,184.68
<u>NATIONAL TECHNICAL HONOR SOCIETY</u>	1,904.37	300.00	1,500.00	704.37
<u>BUSINESS PROFESSIONALS OF AMERICA</u>				
Chapter	4,487.29	7,680.00	10,680.00	1,487.29
Graphic Design & Video Production	991.67	410.47	900.00	502.14
Digital Marketing	286.59	2,795.54	2,500.00	582.13
<u>FUTURE FARMERS OF AMERICA</u>				
Chapter	4,577.79	920.00	3,220.00	2,277.79
Landscape & Turf Management	721.92	229.86	640.00	311.78
<u>SkillsUSA</u>				
Chapter	8,851.28	11,076.00	18,371.00	1,556.28
Auto Collision Repair & Refinishing	860.25	462.70	540.00	782.95
Auto Mechanics	827.12	798.07	1,060.00	565.19
Building Technology -Carpentry	1,398.97	1,920.17	2,100.00	1,219.14
Cosmetology	190.96	369.42	560.38	-
Diesel Truck Mechanics	2,699.85	2,205.24	2,000.00	2,905.09
Electricity	567.04	1,869.05	1,825.00	611.09
Heavy Equipment	500.66	1,446.28	1,300.00	646.94
Masonry	33.68	164.19	197.87	-
Medical College Prep	385.55	361.21	700.00	46.76
Patient Health Care	428.16	402.26	800.00	30.42
Sports Medicine & Exercise Science	838.60	246.28	600.00	484.88
Welding	540.00	402.26	942.26	-

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 #51-20 – Approve Board Policies**

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

BE IT RESOLVED, The board approves the following policy changes (new, revised) as set forth below:

<b><u>Policy Number</u></b>	<b><u>Policy Name</u></b>	<b><u>Change</u></b>
1520	Employment of Administrators	Revised
1530	Evaluation of Directors and Other Administrators	Revised
2270	Religion in the Curriculum	Revised
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students	Revised
5611	Due Process Rights	Revised
6144	Investments	Revised
6152	Student Fees, Fines, and Charges	Revised
6152.01	Waiver of School Fees for Instructional Materials	Revised
6325	Procurement – Federal Grants/Funds	Revised
6424	Procurement Cards	New
8800	Religious/Patriotic Ceremonies and Observances	Revised

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.

Ms. Adams Hall indicated the Marietta City Schools Bond Levy is on the November Ballot.

ADJOURNMENT

Moved by Mr. Booth and seconded by Mr. Arnold 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  
6:39 p.m.

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President

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Treasurer