

RECORD OF PROCEEDINGS

HELD

June 27, 2022

The Board of Education of the Washington County Joint Vocational School District met for the Regular meeting on June 27, 2022 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, Absent.

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

Introduction of Guests – Evan Schaad and Amanda Scharff

Treasurer's Report and Business

- a. Temporary Appropriations
- b. Year-End Adjustments to Revenue and Appropriations

Resolution #49-22

Moved by Mr. Booth 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 June 9, 2022.
- b. Authorize the Treasurer to enter into an agreement with the Auditor of State to perform Financial Audit for the fiscal year 2021-2022 school year, not to exceed \$32,000.
- c. Authorize the Treasurer to establish the **Carl Perkins-Secondary Grant** (Fund 524-923S) for the 2022-2023 school year; approve revenue and appropriations in the amount of \$167,874.15.
- d. Approve renewal of service agreement for software with Johnson Controls for the fiscal year 2022-2023 for \$7,584.50 and fiscal year 2023-2024 for \$7,926.
- e. Approve transfer of \$180,000 to the Permanent Improvement Fund (003) from General Fund (001).
- f. Authorize the Treasurer to increase revenue and appropriations for the Carl Perkins – Secondary Grant carry-over (Fund 524-922S) for the 2021-2022 school year; revenue and appropriations will be included in temporary appropriations note in Resolution 50-22 and Official Certificate of Available Funds for July 1, 2022. Total revised amount is \$145,771.28

g. Approve amended revenue and appropriations. (Noted Below)

WASHINGTON COUNTY CAREER CENTER
 FY 22 CERTIFICATE/APPROPRIATIONS

	Official CERT 7/1/2021	AMEND CERT 6/27/2022	TOTAL AMENDED CERTIFICATE	TEMP Approp 7/1/2021	Approp 6/27/2022	TOTAL FINAL APPROPRIATIONS
General Fund	13,922,734.71		14,153,390.71	6,896,856.00	60,000.00	7,199,287.00
Special Revenue Funds						
007-0000 Staff Service Fund	18,499.54		18,499.54	1,500.00		1,500.00
007-9004 Morris Trust Fund	332,338.62		332,338.62	247,000.00		247,000.00
019-919F - Foundation Fund - Outdoor	6,953.03		6,953.03	6,953.03		6,953.03
019-919J - JobsOhio	113,729.75		113,729.75	113,729.75		113,729.75
019-921C - Chemours Electricity	0.00		0.00	0.00		0.00
019-921F - Foundation Fund Awards	45,000.00		45,000.00	45,000.00		45,000.00
451-9021 K-12 Subsidy	1,800.00		1,800.00	1,800.00		1,800.00
451-9022 K-12 Subsidy	0.00		1,800.00	0.00		1,800.00
467-9020 Student Wellness & Success	184,873.00		184,873.00	184,873.00		184,873.00
499-916D Adult Diploma	35,243.15		35,243.15	30,000.00		30,000.00
499-921S - School Safety Grant	2,601.75		2,601.75	2,601.75		2,601.75
499-922S - School Safety Grant	0.00		2,822.00	0.00		2,822.00
501-9022 ASPIRE Grant	129,227.00		129,227.00	129,227.00		129,227.00
508-9021 GEER Grant	73,429.37		73,429.37	73,429.37		73,429.37
508-9022 GEER II Grant	0.00		99,932.00	0.00		99,932.00
524-921S Carl Perkins - Secondary (FY21)	26,998.42		26,998.42	26,998.42		26,998.42
524-922A Carl Perkins - Adult (FY22)	59,353.16		59,353.16	59,353.16		59,353.16
524-922S Carl Perkins - Secondary (FY22)	135,552.57		135,552.57	135,552.57		135,552.57
599-920C CARES Funding Student	30,000.00		30,000.00	30,000.00		30,000.00
599-921C CARES Funding Institution	100,000.00	60,700.00	160,700.00	100,000.00	60,700.00	160,700.00
599-921R Rural Education Achievement	30,794.00		30,794.00	64,031.00		30,794.00
599-922R Rural Education Achievement	0.00		66,309.00	0.00		66,309.00
599-922H - ARC HVAC Grant	0.00		75,000.00	0.00		75,000.00
599-922T - CAREER EXPLORATION DDJFS	0.00		88,805.00	0.00		88,805.00
599-922W - WDFRC III ARC Grant	0.00		118,584.00	0.00		118,584.00
Total	1,326,393.36	0.00	1,840,345.36	1,252,109.05	60,700.00	1,732,764.05
Capital Projects Funds						
003 Permanent Improvement Fund	410,016.54	180,000.00	590,016.54	200,000.00	310,000.00	510,000.00
Total	410,016.54	180,000.00	590,016.54	200,000.00	310,000.00	510,000.00
Enterprise						
006 Lunchroom Fund	298,525.50	50,000.00	348,525.50	194,430.00	53,000.00	247,430.00
006-9022 - Lunchroom P-EBT Grant	0.00		614.00	0.00		614.00
009 Uniform Supply Fund	127,942.19		127,942.19	57,278.00		57,278.00
011 Rotary-Customer Service	101,648.42	63,390.00	165,038.42	73,850.00	2,000.00	75,850.00
012 Adult Education Fund	4,073,489.05		4,104,239.05	2,765,488.00		2,796,238.00
Total	4,601,605.16	113,390.00	4,746,359.16	3,091,046.00	55,000.00	3,177,410.00
Internal Service						
			0.00			0.00
Fiduciary						
007-9001 Scholarship Fund	5,031.72		5,031.72	1,500.00		1,500.00
007-9003 Marietta Foundation Fund	3,505.00		3,505.00	2,000.00		2,000.00
022-0000 Pell Grants	350,000.00		350,000.00	350,000.00		350,000.00
022-9001 Unclaimed Funds	2,612.10		2,612.10	0.00		0.00
200 Student Activity Fund	116,836.70		116,836.70	80,216.70	0.00	85,906.32
Total	477,985.52	0.00	477,985.52	433,716.70	0.00	439,406.32
TOTAL	20,738,735.29	293,390.00	21,808,097.29	11,873,727.75	485,700.00	13,058,867.37

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

Resolution #50-22 – Adopt Temporary Appropriations for FY 23

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

BE IT RESOLVED, That the Board of Education of the Washington County Joint Vocational School District, Washington County, Ohio, accepts the temporary appropriations as recommended by the Superintendent to provide for current expenses and other expenditures of said Board of Education for the 2022-2023 school year until amended certificate is received from the County Auditor.

The following sums are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during the said period subject to revisions or amendments in accordance with Section 5705.40 of the Ohio Revised Code; and,

BE IT FURTHER RESOLVED, That the business procedure for the fiscal year 2022-2023 be as follows: that the Board of Education dispense with the adoption of resolutions authorizing the purchase or sale of property except real estate, the employment of part-time employees except as otherwise provided by law, the payment of debts, claims, and the salaries of all employees if provision; therefore, are made in such annual appropriations resolution or approving warrants for the payment of any claim from school funds if the expenditure for which such warrant is issued and provided for in the yearly appropriations resolution; and,

BE IT FURTHER RESOLVED, That the superintendent by authorized to approve purchasing, appointing the part-time employees, and expenditures provided for in the appropriations, including meals for advisory committee meetings and mailings to promote public relations with business and industry in the Mid-Ohio Valley area. All expenditures are to be made in compliance with Section 5705.41 of the Ohio Revised Code. (Noted Below)

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

WASHINGTON COUNTY CAREER CENTER FY23 TEMPORARY REVENUES & APPROPRIATIONS			
Fund		Initial Revenue	Temporary
		Estimate	Appropriation
001 General Fund		\$ 7,865,783.00	\$ 7,449,050.00
001-9992 Cap. & Maint. Set aside		95,000.00	95,000.00
TOTAL		7,960,783.00	7,544,050.00
Special Revenue Funds			
007-0000 Staff Service Fund		3,000.00	1,000.00
007-9004 Morris Trust Fund		-	360,000.00
019-919F Foundtions - Outdoor Training		-	1,603.50
019-921F Foundtions - Local		45,000.00	40,000.00
019-919J JobsOHio		-	71,859.75
499-916D Ohio Adult Diploma Grant		30,000.00	30,000.00
499-922S School Safety Grant		-	2,822.00
501-9022 ASPIRE Grant (FY22)		5,592.49	5,592.49
501-9023 ASPIRE Grant (FY23)		129,227.00	129,227.00
507-9023 Amplyfying Pathway Graduation		100,000.00	100,000.00
508-9022 GEER Fund		99,923.40	-
524-922S Secondary Carl Perkins (FY22)		33,509.16	33,509.16
524-923S Secondary Carl Perkins (FY23)		167,874.14	167,874.14
524-922A Adult Perkins (FY22)		6,315.35	-
524-923A Adult Perkins (FY23)		67,496.68	67,496.68
599-922H - ARC HVAC Grant		75,000.00	-
599-922R Rural Education Program (FY22)		10,796.00	10,796.00
599-922T - Career Exploration ODJFS		40,493.25	-
599-922W - WORC III ARC Grant		118,584.00	118,584.00
TOTAL		932,811.47	1,140,364.72
Capital Projects Funds			
003 Permanent Improvement		250,000.00	250,000.00
TOTAL		250,000.00	250,000.00
Enterprise			
006 Lunchroom		283,200.00	226,780.00
009 Uniform Supply		60,644.00	60,644.00
011 Rotary - Customer Service		76,850.00	77,500.00
012 Adult Education		2,947,810.00	2,871,181.00
TOTAL		3,368,504.00	3,236,105.00
Fiduciary			
007-9001 Scholarship Fund		-	1,000.00
007-9003 Marietta Community Foundation		2,000.00	2,000.00
022-0000 Pell Grants		350,000.00	350,000.00
022-9001 Unclaimed Funds		100.00	-
200 Student Activity Fund (Memo Only)		41,270.00	80,040.69
TOTAL		393,370.00	433,040.69
GRAND TOTAL		\$ 12,905,468.47	\$ 12,603,560.41

Resolution #51-22 – Approve Employee Dishonesty and Faithful Performance of Duty

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

BE IT RESOLVED, pursuant to Board Policy no. 1310, an Employee Dishonesty and Faithful Performance of Duty insurance policy has been obtained for the Treasurer with coverage limits of \$100,000.00. Said policy shall be obtained in lieu of a surety bond covering the Treasurer as authorized by Section 3.061 of the Ohio Revised Code.

The Treasurer shall ensure that documented proof of coverage is certified by the coverage provider is maintained at the administrative offices of the District at all times while the policy is in effect.

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

Superintendent’s Report and Business

- a. Behavioral Health – Ohio Valley Educational Service Center
- b. School Resource Officer
- c. Job Descriptions – Driver’s Education & Classroom Monitor
- d. Memorandum of Agreement between WCCC and WCCC Teachers’ Association for Part-Time Bargaining Unit Member

Resolution #52-22

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

- a. Accept the following donation:
 - 1. The Ohio State University South Center – Manufacturing Extension Partnership, 1864 Shyville Road, Piketon, OH 45661 donated 350+ t-shirts to the Adult Technical Training for their manufacturing events.
- b. Employ the following part-time Adult Technical Training instructors for the year ending June 30, 2023:

<u>Name</u>	<u>Area</u>	<u>Rate/Hr.</u>	<u>Effective</u>
Gene Bartlett	CDL - DIT	\$45.00	July 1, 2022
*Jerry Bradford	COST	\$31.00	July 1, 2022
Michael Allen Casto	COST	\$28.00	July 1, 2022
Charles Day	Chemical Technician	\$29.00	July 1, 2022
Charles Day	Industrial Maintenance Mechanic	\$29.00	July 1, 2022

Name	Area	Rate/Hr.	Effective
Charles Day	Instrument & Electricity	\$29.00	July 1, 2022
*Katie Edwards	Medical Assistant	\$21.60	July 1, 2022
*Katie Edwards	Phlebotomy	\$21.60	July 1, 2022
Daniel Francis	CDL	\$26.00	July 1, 2022
Charles Gorrell	Chemical Technician	\$32.00	July 1, 2022
Charles Gorrell	DIT	\$32.00	July 1, 2022
Charles Gorrell	Industrial Maintenance Mechanic	\$32.00	July 1, 2022
*Leanne Gilbert	Medical Assistant	\$20.00	July 1, 2022
*Leanne Gilbert	Medical Billing Specialist	\$20.00	July 1, 2022
*Sam Howard	DIT	\$46.00	August 1, 2022
*Sam Howard	Welding	\$32.00	August 1, 2022
Dana Johnson	DIT	\$46.00	July 1, 2022
Dana Johnson	Industrial Maintenance Mechanic	\$32.00	July 1, 2022
Dana Johnson	Welding	\$32.00	July 1, 2022
Megan Jones	Medical Assistant	\$22.40	July 1, 2022
Teresa Ott	Aspire	\$20.80	July 1, 2022
Amber Peck	Business Office Skill Specialist	\$25.00	July 1, 2022
Amber Peck	COST	\$28.00	July 1, 2022
Pamela Pfalzgraf	Medical Billing Specialist	\$20.80	July 1, 2022
Sara Sauls	Medical Assistant	\$22.40	July 1, 2022
Sara Sauls	Medical Billing Specialist	\$22.40	July 1, 2022
Sara Sauls	STNA	\$22.40	July 1, 2022
*Nichoale Shaulis	Medical Assistant	\$22.40	July 1, 2022
*Nichoale Shaulis	Medical Billing Specialist	\$22.40	July 1, 2022
Ceola Strahler	Medical Billing Specialist	\$21.60	July 1, 2022
*Anthony Stout	DIT	\$43.00	July 1, 2022
*Anthony Stout	Industrial Maintenance Mechanic	\$29.00	July 1, 2022
*Anthony Stout	Welding	\$29.00	July 1, 2022
*Shawn Strickler	DIT	\$42.00	July 5, 2022
*Shawn Strickler	Industrial Maintenance Mechanic	\$28.00	July 5, 2022
Chelsea Warren	ASPIRE Instructor	\$24.00	July 1, 2022
*Linda Wilson	Chemical Operator	\$29.00	July 1, 2022
*Linda Wilson	Chemical Technician	\$29.00	July 1, 2022
*Linda Wilson	DIT	\$43.00	July 1, 2022
Brian Wise	CDL - DIT	\$43.00	July 1, 2022
Robin Wright	STNA Prog Coordinator	\$24.80	July 1, 2022

*Pending BCI/FBI Background Checks and/or Ohio Department of Education permit.

- c. Employ the following part-time Adult Technical Training non-instructor for the year ending June 30, 2023:

Name	Area	Rate/Hr.	Effective
Amber Peck	APA Coordinator	\$21.16	July 1, 2022

- d. Amend Charles “Brad” Griffin, Industrial Maintenance Mechanic & Instrumentation & Electricity contracts from \$26.00 to \$29.00. Resolution #26-21 & #35-22.
- e. Amend Classroom Monitor job description to employ on an “as-needed basis”. Resolution #45-20.
- f. Approve Driver’s Education job description.
- g. Approve textbook for “Phlebotomy” 5th edition (ISBN 9780323642668), Body Structures and Functions 14th edition text (ISBN 9780357457542) workbook (ISBN 9780357540336), Medical Terminology for Health Professions 9th edition text (ISBN 9780357635698) workbook (ISBN 9780357635698) for Medical College Prep, Patient Health Care.
- h. Approve Memorandum of Agreement between Washington County Career Center and the Washington County Career Center Teachers’ Association for Part-Time Bargaining Unit Member for the 2022-2023 Academic Year.
- i. Approve 2022-2023 Student Catalog and Handbook for Adult Technical Training.

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

Resolution #53-22 – Employ Attendance Secretary

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

Employ, **Amanda Scharff**, as full-time Attendance Secretary beginning August 10, 2022.

Her employment classification will be Classification B, Step 4 – (7.5 hours/day) (200 days a year) at \$29,805 for the 2022-2023 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, Absent. Vice President Lauer declared the resolution adopted.

Resolution #54-22 – Approve Agreement with Ohio Valley Educational Service Center

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

Authorize the Treasurer to enter into an agreement with Ohio Valley Education Service Center, effective July 1, 2022 and to expire June 30, 2023, for behavioral health services utilizing the Student and Wellness and Success Funds in the amount not to exceed \$80,000.

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

Resolution #55-22 – School Resource Office Agreement Contract

Moved by Mr. Lyons 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 the Section 331.29, 505.43, and 3313.37 of the Ohio Revised Code, the County Sheriff may enter into a contract with the Washington County Career Center, to render any police services.

THEREFORE, authorize the Treasurer to enter into a School Resource Office 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 August 22, 2022, through May 26, 2023, for the 2022-2023 school year not to exceed \$70,000.

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

Resolution #56-22 – Placement of Classified Employees

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

WHEREAS, the Board approved a new Classified Wage Schedule at the May 12, 2022, meeting (Resolution #31-22),

BE IT RESOLVED, the current classified staff is placed at the following steps starting with new effective July 1, 2022, or after:

Employee	Step	Employee	Step
Bradford, Jerry	L-10	Heiss, Rachel	B-4
Bradford, Stacy	B-10	Hilverding, Becky	F-2
Butts, Byron	H-5	Jenkins, Penny	F-10
Canfield, Mike	C-5	Ketelsen, Wendy	E-6
Chidester, Erica	K-6	Lewis, Cory	D-6
Comstock, Heidi	J-2	McAfee, Angie	F-5
Copen, Curt	K-6	Oliver, Becky	C-10
Duff, Christina	E-6	Rogers, Joe	C-5
Fouss, Alexa	B-2	Sauls, Eric	D-5
Grosklos, Michele	F-5	Sauls, Sara	F-5
Heiss, Aaron	K-5	Winstanley, Ann	E-6

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

ADJOURNMENT

Moved by Mr. Booth and seconded by Mr. Lyons 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, Absent. Vice President Lauer declared the meeting
 adjourned at 5:54 p.m.

Vice President

Treasurer