

## RECORD OF PROCEEDINGS

HELD

October 10, 2024

The Board of Education of the Washington County Joint Vocational School District met for the Regular meetings on October 10, 2024, at 6:00 p.m. in the Annex Board Room.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye;  
Mr. Arnold, Aye;

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

Introduction of Guests – Evan Schaad, Tim Kilpatrick, and Mike Elliott

Treasurer's Report and Business

- a. Finance Committee – November 14, 2024, at 5:15 PM

### **Resolution #57-24**

Moved by Mr. Booth and seconded by Mr. Reed to approve the following consent agenda items:

- a. Waive the reading and approve the minutes of the regular meeting of September 12, 2024.
- b. Approve the Financial Report by the fund/special cost center, check register, bank reconciliation, and record of cash and investments for the month of September 2024.
- c. Authorize the Treasurer to reimburse each participating school district one-half of the expenses for members attending the Capital Conference, November 10-12, 2024.
- d. Authorize the Treasurer to increase estimated revenue for the Foundations – Local Awards Fund (019-921F) for \$15,000.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the resolution adopted.

Superintendent’s Report and Business:

1. Report
  - a. SB29 – Contracts with Software Vendors Notices
  - b. Annex Building Renovation – Pre-Bid Meeting October 24
  - c. Financing of RTU and Annex Project
  - d. School Report Card for 2023-2024 5 STAR

**Resolution #58-24 – Accept Resignation of Surgical Technologist Coordinator**

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

WHEREAS, Megan Ludwig, Surgical Technologist Coordinator, has submitted a letter of resignation; therefore,

BE IT RESLOVED, That the resignation of Megan Ludwig be accepted effective December 13, 2024.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
 Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
 Mr. Arnold, Aye. President Arnold declared the resolution adopted.

**Resolution #59-24**

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

- a. Accept the donation from Bernard McDonough Foundation, Inc., 311 Fourth Street, Parkersburg, WV donated \$15,000 to help update welding equipment.
- b. Employ the following part-time Adult Technical Training instructors for the year ending June 30, 2025:

<u>Name</u>	<u>Area</u>	<u>Rate/Hr.</u>	<u>Effective</u>
Megan Ludwig	Surgical Technologist	\$27.80	December 16, 2024
*Abbi Marshall	Surgical Technologist	\$23.80	October 14, 2024

\*Pending BCI/FBI background check and ODEW permit is pending.

- c. Employ the following part-time Adult Technical Training non-instructor for the year ending June 30, 2025:

<u>Name</u>	<u>Area</u>	<u>Rate/Hr.</u>	<u>Effective</u>
Megan Ludwig	Surgical Technologist Manager – F-1	\$28.47	December 16, 2024

- d. Approve a Secure Test Administration Plan for the 2024-2025 school year.
- e. Approve Health & Wellness Specialist job description, amended from Board Resolution #23-21.
- f. Approve Practical Nursing Program Administrator job description.

- g. Approve the following supplemental contract for the 2024-2025 school year:

Amy Jarrell	Program Coordinator – STNA – High School	10 Hours (1 hour per month)
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- h. Agreement with Ohio State University for the purpose of establishing a clinical education agreement for the surgical technologist students for Adult Technical Training from October 1, 2024, to September 30, 2029.
- i. Approve Memorandum of Understanding for school therapy dog at the Washington County Career Center beginning in the 2024-2025 school year.
- j. Approve Club Activity budgets for 2024-2025, below.

**Summary of Club Activity Budgets**  
**2024-2025**

CLUB	PRIOR YEAR'S BALANCE	ESTIMATED INCOME	ESTIMATED EXPENDITURES	ESTIMATED ENDING BALANCE
<u>CULTURAL AND BENEVOLENT FUND</u>	\$ 31,515.81	\$ 3,200.00	\$ 21,800.00	\$ 12,915.81
<u>STUDENT SOLVING PROBLEMS</u>	347.05	100.00	445.00	2.05
<u>STUDENT ADVISORY COUNCIL</u>	8,170.56	7,250.00	10,250.00	5,170.56
<u>NATIONAL TECHNICAL HONOR SOCIETY</u>	3,557.26	1,300.00	3,580.00	1,277.26
<u>TOBACCO &amp; DRUG CESSATION</u>	15,000.00	-	-	15,000.00
<u>BUSINESS PROFESSIONALS OF AMERICA</u>				
Chapter	6,315.19	9,050.00	14,500.00	865.19
Graphic Design & Video Production	719.60	1,388.00	800.00	1,307.60
Digital Marketing	500.00	4,396.00	3,500.00	1,396.00
<u>FUTURE FARMERS OF AMERICA</u>				
Chapter	6,369.41	885.00	4,285.00	2,969.41
Landscape & Turf Management	50.01	264.00	240.00	74.01
<u>SkillsUSA</u>				
Chapter	14,065.09	9,876.00	20,276.00	3,665.09
Auto Collision Repair & Refinishing	500.00	614.00	600.00	514.00
Auto Mechanics	500.00	324.00	500.00	324.00
Building Technology -Carpentry	500.00	2,316.00	2,800.00	16.00
Diesel Truck Mechanics	1,004.55	2,384.00	3,200.00	188.55
Electricity	67.31	2,076.00	2,076.00	67.31
Heavy Equipment	500.00	2,031.00	2,183.00	348.00
Masonry	85.73	380.00	440.00	25.73
Medical College Prep	250.63	440.00	450.00	240.63
Patient Health Care	181.02	1,468.00	1,225.00	424.02
Pre-Nursing	25.78	896.00	896.00	25.78
Sports Medicine & Exercise Science	0.13	540.00	540.13	-
Welding	500.00	540.00	500.00	540.00

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
 Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
 Mr. Arnold, Aye. President Arnold declared the resolution adopted.

**Resolution #60-24 – Approve Ohio Valley Educational Service Center Agreement**

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

Recommend approval of an agreement with Ohio Valley Educational Service Center Opportunity School to participate in alternative educational service for the 2024-2025 school year.

Roll Call: Mr. Booth, Aye; Mr. Lang, Abstain; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the resolution adopted.

**Resolution #61-24 – Accept Resignation of Medical College Prep Instructor**

Moved by Mr. Roush and seconded by Mr. Lyons to approve the following resolution:

WHEREAS, Robin Wright, Medical College Prep Instructor, has submitted a letter of resignation; therefore,

BE IT RESLOVED, That the resignation of Robin Wright be accepted effective September 20, 2024.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the resolution adopted.

**Resolution #62-24 – Addendum to Health and Wellness Specialist Contract**

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

WHEREAS the Board of Education approved a Classified Limited Contract for **Health and Wellness Specialist, Sara Sauls** for the 2024-2025 School year at Step **Classification F – Step 6** at \$34.16 per hour for 6 hours per day and 189 days per school year. (Resolution #32-24)

WHEREAS the resignation of the Health Technologies - Medical College Prep instructor was effective September 20, 2024. (Resolution #61-24)

WHEREAS The Career Center is desirous of hiring a temporary substitute teacher in the Health Technology – Medical College Prep program that has experience in the Health Technology curriculum to maintain continuity for the current students.

BE IT RESOLVED, the Health and Wellness Specialist, Sara Sauls, be permitted to reduce her hours in her current contract to fill in on an emergency basis as a temporary substitute teacher in the Health Technology – Medical College Prep program, and in recognition of her licensure in the field, and in accordance with existing contract

provision that the employer agrees to pay the employee at an hourly rate of **\$35.00 for all hours worked by employee as a temporary substitute** in the Health Technology – Medical College Prep and that the total hours worked for both positions do not exceed seven (7) hours per day, unless pre-approved effective September 23, 2024.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the resolution adopted.

**Resolution #63-24 – Employ Health & Wellness Specialist**

Moved by Mr. Reed and seconded by Mr. Lang to approve the following resolution:

Employ **Abby Brooker** as a full-time **Health & Wellness Specialist** beginning **November 18, 2024**.

Employment classification will be Classification F, Step 2 (7 ½ hours per day) (200 days a year) at **\$28,425.60** (pro-rated salary for 128 Days) – 18 pays for the remainder of the 2024-2025 school year.

\*Pending new hire paperwork and background checks.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the resolution adopted.

ADJOURNMENT

Moved by Mr. Lauer and seconded by Mr. Roush to adjourn.

Roll Call: Mr. Booth, Aye; Mr. Lang, Aye; Mr. Lauer, Aye;  
Mr. Lyons, Aye; Mr. Reed, Aye; Mr. Roush, Aye.  
Mr. Arnold, Aye. President Arnold declared the meeting adjourned at 6:42 p.m.



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President

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Treasurer