

## RECORD OF PROCEEDINGS

HELD

November 14, 2024

The Board of Education of the Washington County Joint Vocational School District met for the Regular meetings on November 14, 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. Lang gave the opening prayer.

Introduction of Guests – Denitra Hendershot, Evan Schaad and Tim Kilpatrick

Treasurer's Report and Business

- a. Finance Committee – held earlier at 5:15 PM
- b. Presentation of 5-Year Forecast

### **Resolution #64-24**

Moved by Mr. Roush 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 10, 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 October 2024.
- c. Authorize the Treasurer to establish Ohio K-12 Connectivity Fund (451-9025) for the 2024-2025 school year, increase and approve revenue and appropriations in the amount of \$2,000.
- d. Authorize the Treasurer to increase and approve revenue and appropriations in the amount of \$6,000 for the Orion Engineered Carbons Scholarship Fund (007-9005).
- e. Approve 5-year Financial Forecast, below:

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.

**Washington County Career Center**  
 Washington County  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Fiscal Years Ended June 30, 2022, 2023 and 2024 Actual;  
 Forecasted Fiscal Years Ending June 30, 2025 Through 2029

|  | Actual             |                    |                    |                | Average Change      | Forecasted          |                     |                     |                     |                  |
|--|--------------------|--------------------|--------------------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|
|  | Fiscal Year 2022   | Fiscal Year 2023   | Fiscal Year 2024   |                |                     | Fiscal Year 2025    | Fiscal Year 2026    | Fiscal Year 2027    | Fiscal Year 2028    | Fiscal Year 2029 |
| <b>Revenues</b>  |                    |                    |                    |                |                     |                     |                     |                     |                     |                  |
| 1.010 General Property Tax (Real Estate)   | \$2,062,582        | \$2,304,407        | \$2,471,550        | 9.5%           | \$2,468,110         | \$2,537,305         | \$2,578,795         | \$2,582,857         | \$2,655,312         |                  |
| 1.020 Public Utility Personal Property Tax   | \$713,694          | \$755,522          | \$796,498          | 5.6%           | \$775,942           | \$785,829           | \$793,029           | \$800,229           | \$807,429           |                  |
| 1.030 Income Tax   | \$0                | \$0                | \$0                | 0.0%           | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |                  |
| 1.035 Unrestricted State Grants-in-Aid   | \$2,895,942        | \$3,266,423        | \$3,853,416        | 15.4%          | \$4,166,166         | \$4,167,399         | \$4,168,654         | \$4,169,931         | \$4,171,231         |                  |
| 1.040 Restricted State Grants-in-Aid   | \$1,337,973        | \$1,440,235        | \$1,698,786        | 12.8%          | \$1,854,392         | \$1,830,378         | \$1,830,378         | \$1,830,378         | \$1,830,378         |                  |
| 1.045 Restricted Federal Grants In Aid   | \$0                | \$0                | \$0                | 0.0%           | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |                  |
| 1.050 State Share of Local Property Taxes  | \$287,404          | \$310,000          | \$334,719          | 7.9%           | \$332,783           | \$342,385           | \$351,607           | \$352,489           | \$362,194           |                  |
| 1.060 All Other Revenues   | \$256,387          | \$325,208          | \$532,338          | 45.3%          | \$550,346           | \$550,616           | \$350,888           | \$276,163           | \$276,441           |                  |
| 1.070 <b>Total Revenues</b>  | <b>\$7,553,982</b> | <b>\$8,401,795</b> | <b>\$9,687,307</b> | <b>13.3%</b>   | <b>\$10,147,739</b> | <b>\$10,213,911</b> | <b>\$10,073,350</b> | <b>\$10,012,047</b> | <b>\$10,102,985</b> |                  |
| <b>Other Financing Sources</b>   |                    |                    |                    |                |                     |                     |                     |                     |                     |                  |
| 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 Transfers-In   | \$93,957           | \$105,388          | \$115,285          | 10.8%          | \$127,045           | \$127,045           | \$127,045           | \$127,045           | \$127,045           |                  |
| 2.050 Advances-In  | \$0                | \$0                | \$0                | 0.0%           | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |                  |
| 2.060 All Other Financing Sources  | \$69,612           | \$56,395           | \$54,936           | -10.8%         | \$54,936            | \$54,936            | \$54,936            | \$54,936            | \$54,936            |                  |
| 2.070 <b>Total Other Financing Sources</b>   | <b>\$163,569</b>   | <b>\$161,783</b>   | <b>\$170,221</b>   | <b>2.1%</b>    | <b>\$181,981</b>    | <b>\$181,981</b>    | <b>\$181,981</b>    | <b>\$181,981</b>    | <b>\$181,981</b>    |                  |
| 2.080 <b>Total Revenues and Other Financing Sources</b>  | <b>\$7,717,551</b> | <b>\$8,563,578</b> | <b>\$9,857,528</b> | <b>13.0%</b>   | <b>\$10,329,720</b> | <b>\$10,395,892</b> | <b>\$10,255,331</b> | <b>\$10,194,028</b> | <b>\$10,284,966</b> |                  |
| <b>Expenditures</b>  |                    |                    |                    |                |                     |                     |                     |                     |                     |                  |
| 3.010 Personal Services  | \$3,687,997        | \$3,840,122        | \$4,096,047        | 5.4%           | \$4,272,892         | \$4,364,785         | \$4,472,694         | \$4,583,624         | \$4,675,627         |                  |
| 3.020 Employees' Retirement/Insurance Benefits   | \$1,576,596        | \$1,695,240        | \$1,777,402        | 6.2%           | \$1,912,266         | \$2,053,135         | \$2,213,347         | \$2,394,202         | \$2,594,643         |                  |
| 3.030 Purchased Services   | \$719,335          | \$926,875          | \$1,033,661        | 20.2%          | \$1,250,016         | \$1,031,007         | \$1,078,460         | \$1,128,137         | \$1,180,144         |                  |
| 3.040 Supplies and Materials   | \$428,244          | \$469,673          | \$581,760          | 16.8%          | \$599,213           | \$617,190           | \$635,706           | \$654,777           | \$674,421           |                  |
| 3.050 Capital Outlay   | \$141,401          | \$244,646          | \$220,273          | 31.5%          | \$360,000           | \$200,000           | \$200,000           | \$200,000           | \$200,000           |                  |
| 3.060 Intergovernmental  | \$0                | \$0                | \$0                | 0.0%           | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |                  |
| <b>Debt Service:</b>   |                    |                    |                    |                |                     |                     |                     |                     |                     |                  |
| 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   | \$68,994           | \$0                | \$0                | 0.0%           | \$118,500           | \$241,000           | \$250,000           | \$259,000           | \$259,000           |                  |
| 4.055 Principal-Other  | \$0                | \$0                | \$0                | 0.0%           | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |                  |
| 4.060 Interest and Fiscal Charges  | \$0                | \$0                | \$0                | 0.0%           | \$48,500            | \$93,200            | \$84,300            | \$75,000            | \$75,000            |                  |
| 4.300 Other Objects  | \$104,086          | \$116,528          | \$128,513          | 11.1%          | \$130,378           | \$132,272           | \$134,198           | \$136,155           | \$138,143           |                  |
| 4.500 <b>Total Expenditures</b>  | <b>\$6,726,653</b> | <b>\$7,293,084</b> | <b>\$7,837,656</b> | <b>7.9%</b>    | <b>\$8,691,824</b>  | <b>\$8,732,590</b>  | <b>\$9,068,705</b>  | <b>\$9,430,894</b>  | <b>\$9,796,977</b>  |                  |
| <b>Other Financing Uses</b>  |                    |                    |                    |                |                     |                     |                     |                     |                     |                  |
| 5.010 Operating Transfers-Out  | \$333,957          | \$2,215,388        | \$2,125,285        | 279.7%         | \$1,347,045         | \$247,045           | \$247,045           | \$247,045           | \$247,045           |                  |
| 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 <b>Total Other Financing Uses</b>  | <b>\$333,957</b>   | <b>\$2,215,388</b> | <b>\$2,125,285</b> | <b>279.7%</b>  | <b>\$1,347,045</b>  | <b>\$247,045</b>    | <b>\$247,045</b>    | <b>\$247,045</b>    | <b>\$247,045</b>    |                  |
| 5.050 <b>Total Expenditures and Other Financing Uses</b>   | <b>\$7,060,610</b> | <b>\$9,508,472</b> | <b>\$9,962,941</b> | <b>19.7%</b>   | <b>\$10,038,869</b> | <b>\$8,979,635</b>  | <b>\$9,315,750</b>  | <b>\$9,677,939</b>  | <b>\$10,044,022</b> |                  |
| 6.010 <b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b> | <b>\$656,941</b>   | <b>-\$944,894</b>  | <b>-\$105,413</b>  | <b>-166.3%</b> | <b>\$290,850</b>    | <b>\$1,416,258</b>  | <b>\$939,581</b>    | <b>\$516,089</b>    | <b>\$240,944</b>    |                  |
| 7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies                              | \$6,889,530        | \$7,546,471        | \$6,601,577        | -1.5%          | \$6,496,164         | \$6,787,014         | \$8,203,272         | \$9,142,854         | \$9,658,942         |                  |
| 7.020 <b>Cash Balance June 30</b>  | <b>\$7,546,471</b> | <b>\$6,601,577</b> | <b>\$6,496,164</b> | <b>-7.1%</b>   | <b>\$6,787,014</b>  | <b>\$8,203,272</b>  | <b>\$9,142,854</b>  | <b>\$9,658,942</b>  | <b>\$9,899,886</b>  |                  |
| 8.010 <b>Estimated Encumbrances June 30</b>  | <b>\$105,396</b>   | <b>\$210,506</b>   | <b>\$87,013</b>    | <b>20.5%</b>   | <b>\$87,013</b>     | <b>\$87,013</b>     | <b>\$87,013</b>     | <b>\$87,013</b>     | <b>\$87,013</b>     |                  |

**Resolution #65-24 – Section 125 Premium Only Plan 2025**

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

RESOLVED, that the form of Section 125 Cafeteria Plan effective January 01, 2025, 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 possible to notify the employees of the adoption of the Plan in the form of the Summary of Plan Description.

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. Construction Bids came in 33% lower than estimates
  - b. Financing of Ground Lease decided not to execute.
  - c. Honor Roll – 1<sup>st</sup> Nine Weeks
    - i. Directly Enrolled – Wesley Gill, Nehemiah Reeder, & Travis Morris
    - ii. Morgan County – Jordan Harlow
  - d. Nutrition Standards
  - e. Disc Golf Club
  - f. Board Appreciation Dinner – December 12 (next meeting)
  - g. Medical College Prep Instructor Hire Recommendation

**Resolution #66-24**

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

- a. Accept the following donations:
  1. Orion Engineered Carbons, 11135 State Route 7, Belpre, OH donated \$6,000 to the Orion Scholarship Fund to the Industrial Programming - Adult Technical Training.
  2. Washington State College of Ohio, 710 Colegate Drive, Marietta, OH donated equipment to the Auto Mechanics, Industrial Maintenance, and Welding programs.
- b. Approve Commercial Facility Fire Contract with Marietta at the cost of \$500 for one year beginning January 1, 2025, ending December 31, 2025.
- c. Approve the Gramm Leach Bliley Act Cybersecurity Plan for Adult Technical Training.
- d. Approve job descriptions for part-time Aspire/Ohio Options Instructor and Custodian.
- e. Employ the following substitute teachers for the 2024-2025 school year: Gregory Hutchison (pending new hire paperwork and ODEW license) and Mia Silva (pending new hire paperwork) at a rate of \$150.00/per day.

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 #67-24 – Approve Neola Policies**

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

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

| <b><u>Policy Number</u></b> | <b><u>Policy Name</u></b>                       | <b><u>Change</u></b> |
|-----------------------------|---|----------------------|
| 1130                        | Conflict of Interest                            | Revised              |
| 3113                        | Conflict of Interest                            | Revised              |
| 4113                        | Conflict of Interest                            | Revised              |
| 6110                        | Grant Funds                                     | Revised              |
| 6111                        | Cash Management of Grants                       | Revised              |
| 6114                        | Cos Principles – Spending Federal Funds         | Revised              |
| 6325                        | Procurement – Federal Grants/Funds              | Revised              |
| 6550                        | Travel Payment & Reimbursement/Relocation Costs | Revised              |

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 #68-24 - Employ Medical College Prep Instructor**

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

Employ: **Denitra Hendershot**  
 Program: Medical College Prep  
 Beginning: December 3, 2024  
 Salary Step: A-10

Due to the resignation of Robin Wright, Board Resolution #61-24.

Five (5) extended days in the 2024-2025 school year.

Note: Pending receipt of BCI/FBI background checks with no record, new hire paperwork, and Ohio Department of Education and Workforce license.

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

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 #69-24 – Student Disc Golf Club and Volunteer**

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

WHEREAS, the Board has Board Policy 6610 for the purpose of establishing financial controls for co-curricular activities of the student body organization.

WHEREAS the Board Policy 8120 recognizes certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the program or activity.

BE IT RESOLVED, the Superintendent is authorizing the Washington County Career Center to establish a Disc Golf Student Club Activity and to create a Student Activity Account within the 200 Fund as well as the guidelines and permission forms for the Disc Golf Club.

BE IT FURHTER RESOLVED, the Superintendent is authorizing Jerry Bradford to be appointed a volunteer to organize and promote the Disc Golf Student Activity Club.  
Note: Pending Ohio Department of Education and Workforce Pupil Activity Permit.

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 #70-24 – Revise Resignation Date of Health & Wellness Specialist**

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

WHEREAS, **Sara Sauls**, Health & Wellness Specialist, originally submitted a letter of resignation effective March 15, 2025, per Board Resolution #54-24;

WHEREAS the replacement for Health & Wellness Specialist (Board Resolution #63-24) and Medical College Prep Instructor (Board Resolution #68-24);

BE IT RESOLVED that **Sara Sauls** new resignation effective date is **December 4, 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 #71-24 – Accept Retirement of Kristi Hukill, English Instructor**

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

WHEREAS, **Kristi Hukill**, English Instructor with 2 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 May 23, 2025; 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: 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 #72-24 – Healthcare Programs Renovation**

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

WHEREAS, V2 Architects has received bids for the Healthcare Programs renovation project.

WHEREAS, IT WAS FURTHER RESOLVED, that the Board directs the Superintendent and Treasurer to proceed to engage the services of a qualified contractor, as recommended by V2 Architects to complete the Healthcare Programs renovation.

BE IT RESOLVED THAT, The Washington County Career Center Board of Education approves V2 Architects and the Superintendent's recommendation to award the base bid contract in the amount not to exceed \$2,212,837.36 to Wolf Creek Contracting Company, pending favorable bid packet review including subcontractors and project specifications.

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. Reed and seconded by Mr. Lauer 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  
6:33 p.m.



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President

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Treasurer