

**VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS
BOARD OF EDUCATION MEETING**

Administration Building, Fremont, Ohio

January 18, 2024 – 6:30 p.m.

Organizational Meeting Agenda

- A. Call meeting to order – Mr. Tim Damschroder, President Pro Tem**
- B. Pledge of Allegiance to the Flag**
- C. Organizational Meeting**
- C.1. Oath of Office- New Term**
Administer the Oath of Office to the following member school representatives for new terms, ending December 31, 2026:
- Mohawk: Josh Messersmith
- Old Fort: Valerie Steyer
- Port Clinton: Paul Shaw
- Seneca East: Dan Stacklin
- Tiffin City: Larry Kisabeth
- C.2. Roll Call**
- C.3. Nominations and Election of Board President**
- C.4. Nominations and Election of Board Vice-President**
- C.5. Meeting Schedule**
Establish the following Board resolution: the day, time, and place of regular meetings for the period of February 1, 2024 through December 31, 2024.
- C.6. Legislative Liaison**
Appoint legislative liaison member to Ohio School Boards Association (OSBA).
- C.7. Tax Collections and Investment**
Authorize the Treasurer to request advances on tax collections and investment of interim funds that become available to excess of regular operating costs.
- C.8. Purchasing Agent**
Authorize the Superintendent of Schools to serve as purchasing agent for the VSCTC District.
- C.9. Purchase Order Limits**
The Board authorizes the use of blanket purchase orders not to exceed either \$300,000.00 or the amount of the account appropriation, per order, whichever is lower. No such blanket purchase order will extend beyond the end of the fiscal year.
- C.10. Appoint Superintendent as the Credit Card Compliance Officer**
- D. Adjournment**



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January 18, 2024

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6:45 p.m.

Tim Damschroder – Gibsonburg
Nancy Greenslade - Clyde-Green Springs
Thomas Wade - Fostoria
Thomas Price - Fremont
Linda Depinet - Hopewell-Loudon
Nancy Timmons – Lakota
Josh Messersmith - Mohawk
Jeff Hohman - New Riegel
Valerie Steyer - Old Fort
Paul Shaw - Port Clinton
Dan Stacklin - Seneca East
Larry Kisabeth - Tiffin
Jim Morris - Upper Sandusky

Alex P. Binger, Treasurer
Gregory A. Edinger, Superintendent

**VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS
BOARD OF EDUCATION**

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January 18, 2024

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**VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS
BOARD OF EDUCATION MEETING**

Administration Building, Fremont, Ohio

January 18, 2024 – 6:45 p.m.

Regular Meeting Agenda

- A. Call meeting to order – President**
- B. Roll Call**
- C. Approve the minutes of the December 21, 2023 regular meeting**
- D. Administrative reports and discussion**
- E. Approval of Agenda (Additions, deletions, movement of consent agenda items)**
- F. Consent Agenda**
Superintendent’s reports and recommendations.

The Superintendent recommends that the Board of Education approve the Consent Agenda Items **F.1.** through **F.5.** Action by the Board of Education in “Adoption of the Consent Agenda” means that all items are adopted by one single motion unless a member of the Board or the Superintendent requests that any such item be removed from the consent agenda and voted upon separately.

F.1. Personnel

- a) Approve an unpaid leave of absence for Halie Bryant for December 6, 2023 - December 8, 2023; December 19, 2023; January 8, 2024; January 10, 2024; and January 19, 2024.
- b) Approve an unpaid leave of absence for Sarrah Ottney for February 5, 2024 and February 6, 2024.

F.2. Annual Membership Investments

Approve the renewal of the following membership investments for the period of January 1, 2024 to December 31, 2024:

- a) Ohio School Board Association Electronic Briefcase, School Management News, and Legislative Services- \$3,928.00
- b) Fostoria Area Chamber of Commerce - \$185.00
- c) Chamber of Commerce of Sandusky County - \$275.00
- d) Wyandot Chamber of Commerce - \$170.00
- e) Port Clinton Area Chamber of Commerce - \$280.00
- f) Seneca Regional Chamber of Commerce - \$245.00
- g) Fostoria Economic Development - \$250.00

F.3. Board Policy

Approve the following updated Board Policies as presented:

BDDA Notification of Meetings
BDDG Minutes
BBFA Board Member Conflict of Interest
EF/EFB Food Services Management/Free and Reduced-Price Food Services
EHA District Records Commission, Records Retention, and Disposal
GBCC Staff Dress and Grooming
GBG Staff Participation in Political Activities
GBI Staff Gifts and Solicitations
GCB-1 Professional Staff Contracts and Compensation Plans
IGD Cocurricular and Extracurricular Activities
JED-R Student Absences and Excuses
JEDA Truancy
JHCD Administering Medicines to Students
JHG Reporting Child Abuse and Mandatory Training
JN Student Fees, Fines, and Charges
KGB Public Conduct on District Property
KI Public Solicitation in the Schools

F.4. Donations

Accept a donation of \$363.60 from Carl Rusch to the SCTC Collision Repair program.

F.5. Board Policy Review

**A RESOLUTION TO AUTHORIZE OSBA TO REVIEW POLICIES IN LIGHT OF HB 33
LEGISLATIVE CHANGES IMPACTING ODE AND STATE BOARD OF EDUCATION**

WHEREAS, the Ohio General Assembly passed the state’s biennial Operating Budget for FY 24-25 (“Amended Substitute House Bill 33” or “HB 33”) which Governor DeWine signed into law on July 3, 2023; and

WHEREAS, HB 33 made significant legislative changes impacting the Ohio Department of Education (“ODE”) and State Board of Education (“SBOE”), including renaming ODE the Department of Education and Workforce, creating the position of Director of Education and Workforce, establishing within the Department of Education and Workforce a Division of Primary and Secondary Education and a Division of Career-Technical Education, creating the Department of Children and Youth, creating the position of Director of Children and Youth, and reallocating powers and duties between the State Board of Education, Department of Education and Workforce, and Department of Children and Youth; and

WHEREAS, the Board of Education recognizes the need to assess each of its board policies to determine necessary updates to ensure alignment with the new HB 33 legislative requirements impacting ODE and SBOE;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education authorizes the Ohio School Boards Association to commence a thorough review of its individual board policies to identify those requiring updates due to the new HB 33 legislative requirements impacting ODE and SBOE;

FURTHER RESOLVED that the Board of Education requests that the Ohio School Boards Association create a chart for the Board outlining the specific policy sections requiring updates and provide a brief summary of the proposed modifications for each affected policy to facilitate a clear understanding of the recommended updates.

This resolution shall take effect immediately upon approval.

G. Financial Consent Agenda

The Treasurer recommends that the Board of Education approve the Financial Consent Agenda Items **G.1.** and **G.2.** Action by the Board of Education in “Adoption of the Consent Agenda” means that all items are adopted by one single motion unless a member of the Board or the Treasurer requests that any such items be removed from the consent agenda and voted upon separately.

G.1. Monthly Financial Reports

- a) Fiscal Year Analysis
- b) Fiscal Data Graphs
- c) Cash Reconciliation Report
- d) Financial Summary Report
- e) Investment Report
- f) Check Payment Register

G.2. Report of Estimated Tax Revenue

Approve the Report of Estimated Tax Revenue (replaces tax budget) for the period of July 1, 2024 – June 30, 2025.

H. Non-Consent Action Item

H.1. Criteria Architect Contract

A RESOLUTION APPROVING A CONTRACT FOR CRITERIA ARCHITECT SERVICES
WHEREAS, the Board of Education (hereinafter called the “Board”) has determined the need for a certain design-build construction project related to the construction additions (hereinafter, “the Project”); and

WHEREAS, the Board is in need of the professional design services of a criteria architect for the Project; and

WHEREAS, The Board of Education previously adopted a resolution approving a ranking of the top firms and authorized the negotiation of a contract with the top-ranked firm, Garmann Miller; and

WHEREAS, the Superintendent, with the assistance of counsel negotiated a contract in accordance with RC 153.693; and

WHEREAS, the Board of Education now desires to approve said contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education that after careful consideration and evaluation of the information before it:

Section 1. The Board of Education hereby approves the contract with Garmann Miller and authorizes the President and Treasurer to execute said contract upon all conditions precedent to contract execution being met.

Section 2. The Treasurer is authorized to execute a certificate of funds and attach the same to said contract.

Section 3. This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education that may be inconsistent or duplicative with the provisions of this resolution.

I. Legislative Liaison Report

J. Board Initiated Business

K. Executive Session

L. Adjournment

Opportunities shall be given to the public to address regular or special meetings of the Board; however, the Board shall not be obligated to consider the problem or request of a petitioner unless the matter has been sent to each individual member of the Board of Education and the Superintendent of Schools in writing at least 48 hours in advance of the meeting, excluding Sundays and legal holidays.

Next meeting: February 15, 2023 in the Sentinel Community Room, Tiffin, Ohio

**MINUTES OF THE VANGUARD-SENTINEL CAREER & TECHNOLOGY
CENTERS BOARD OF EDUCATION REGULAR MEETING
Sentinel Community Room, Tiffin, Ohio
December 21, 2023**

The Vanguard-Sentinel Career and Technology Centers Board of Education met for its regular meeting on December 21, 2023 at 6:30 p.m. in the Sentinel Community Room.

The meeting was called to order by Tim Damschroder, President, at 6:30 p.m.

The Board recited the Pledge of Allegiance.

The following members responded to roll call; Beamer, Damschroder, Greenslade, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman.

MOTION#8277

Beamer moved and Koehler seconded the motion to approve the November 16, 2023 regular meeting minutes. The vote on the motion was all “Yes” by Damschroder, Greenslade, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. Beamer abstained. A “No” vote was not heard. Motion carried.

Administrative reports and discussion.

Mr. Hohman entered the meeting at 6:40 pm.

MOTION#8278

Beamer moved and Koehler seconded the motion for Approval of Agenda (Additions, deletions, movement of consent agenda items). The vote on the motion was all “Yes” by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A “No” vote was not heard. Motion carried.

G. Consent Agenda

Superintendent’s reports and recommendations.

The Superintendent recommends that the Board of Education approve the Consent Agenda Items **G.1.** through **G.3.** Action by the Board of Education in “Adoption of the Consent Agenda” means that all items are adopted by one single motion unless a member of the Board or the Superintendent requests that any such items be removed from the consent agenda and voted upon separately.

G.1. Personnel

- a) Approve a one-year part-time certified substitute contract for Heidi Clark to work as assigned for the 2023-2024 school year at the Board approved rate pending proper credentials.
- b) Approve the adult education employment contract for Ron Huffman for the 2023-2024 school year at the rate of \$30/hour for customized training as needed.
- c) Approve the following classified part-time student worker contracts as assigned for the 2023-2024 school year at the Board approved hourly rate:

d) Approve an unpaid leave of absence for Whitney Witte for November 30, 2023 through January 5, 2024.

e) Accept the resignation of Barb Chovanec, VTC Custodian, for purposes of retirement effective March 4, 2024.

G.2. Contract for Services

Approve a contract between Vanguard-Sentinel Career and Technology Centers and Apollo Career Center for an Adult Public Safety Program Administrator at a per diem rate of \$575.00 for said services effective December 21, 2023 through June 30, 2024.

G.3. Donations

a) Accept a donation of \$500.00 from Vaughn Industries to SCTC Drug Free Clubs of America.

b) Accept a donation of \$2,800.00 from Quality Steel to the VTC Welding program.

MOTION#8279

Beamer moved and Timmons seconded the motion for Approval of Consent Agenda (Superintendent's reports and recommendations). The vote on the motion was all "Yes" by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A "No" vote was not heard. Motion carried.

H. Financial Consent Agenda

The Treasurer recommends that the Board of Education approve the Financial Consent Agenda Items **H.1.** through **H.3.** Action by the Board of Education in "Adoption of the Consent Agenda" means that all items are adopted by one single motion unless a member of the Board or the Treasurer requests that any such item be removed from the consent agenda and voted upon separately.

H.1. Monthly Financial Reports

- a) Fiscal Year Analysis
- b) Fiscal Data Graphs
- c) Cash Reconciliation Report
- d) Financial Summary Report
- e) Investment Report
- f) Check Payment Register
- g) FY24 Appropriations Amendment

H.2. Grants

a) Establish fund 001-9024 Career Tech Construction Grant Local Contingency (effective November 1, 2023).

b) Establish fund 495-9024 Career Tech Construction Grant (effective November 1, 2023).

H.3. Then and Now Payment

Approve a then and now payment to the City of Fremont for the School Resource Officer contracted payment in the amount of \$21,036.57.

MOTION#8280

Beamer moved and Koehler seconded the motion to approve the Financial Consent Agenda as presented. The vote on the motion was all “Yes” by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A “No” vote was not heard. Motion carried.

I. Organizational Meeting 2024

The Board set the time, date, and location for the 2024 Organizational Meeting to be held at 6:30 pm on January 18, 2024 in the Administration Building in Fremont.

J. President Pro Tem

Appoint the President Pro Tem for the 2024 Organizational Meeting.

MOTION#8281

Beamer moved and Widman seconded the motion to appoint Tim Damschroder to be the President Pro Tem for the 2024 Organizational Meeting. The vote on the motion was all “Yes” by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A “No” vote was not heard. Motion carried.

K. Non-Consent Action Item

K.1. Professional Design Services

A RESOLUTION RATIFYING THE SOLICITATION OF PROFESSIONAL DESIGN SERVICES AND THE FORMATION OF AN EVALUATION COMMITTEE AND TO APPROVE THE RANKING OF PROFESSIONAL DESIGN FIRMS

WHEREAS, the Board of Education (hereinafter called the “Board”) has determined the need for a certain design-build construction project related to the construction additions (hereinafter, “the Project”); and

WHEREAS, the Board is in need of the professional design services of a criteria architect for the Project; and

WHEREAS, the Board must follow a process required by law for selecting professional design firms; and

WHEREAS, in order to maintain a timeline favorable to the Board’s operations, a solicitation for statements of qualification was publicly announced by the Superintendent in accordance with RC 153.67; and

WHEREAS, the Superintendent formed an evaluation committee to receive and evaluate the statements of qualification; and

WHEREAS, the Committee received Statements of Qualification from the following professional design firms in response to its public announcement:

1. Bialosky Cleveland
2. Buehrer Group
3. Fanning Howey
4. Garmann Miller
5. Hasenstab Architects
6. RCM Architects

WHEREAS, the Committee evaluated the Statements of Qualifications of said professional design firms in compliance with Sections 153.65(D) and 153.69, ORC; and

WHEREAS, the Committee has made a recommendation to the Board regarding the ranking of the top three professional design firms.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education that after careful consideration and evaluation of the information before it:

- Section 1.** The Board of Education hereby ratifies the solicitation of statements of qualification for criteria architect services.
- Section 2.** The Board of Education ranks the following three professional design firms it has determined to be most qualified to provide the required criteria architect services:
1. Garmann Miller
 2. Fanning Howey
 3. Buehrer Group
- Section 3.** The Superintendent, with the assistance of the Board’s legal counsel, is hereby authorized to negotiate, pursuant to Sections 153.69(B) and 153.70 of the Ohio Revised Code, Professional Design Services Agreement with the first ranked firm noted in Section 3 above to perform the required services at a compensation determined to be fair and reasonable taking into account the estimated value, scope, complexity, and nature of the services, with the contract negotiations also directed toward ensuring a mutual understanding of the essential requirements involved in providing required services, a determination that the firm will make available necessary personnel, equipment, and facilities to perform services in a timely manner and procurement of appropriate professional liability and other required insurance.
- Section 4.** If an Agreement is negotiated in good faith with the first-ranked firm, said Agreement shall be presented to the Board of Education for approval. If said Agreement is not successfully negotiated, despite a good faith attempt, then the Superintendent is hereby authorized to terminate negotiations in writing with the first-ranked firm and commence negotiations with the second-ranked firm as per Section 2 above. If a Contract is negotiated in good faith with the second-ranked firm, said Contract shall be presented to the Board of Education for approval. If negotiations again fail, despite a good faith attempt, the Superintendent shall terminate in writing negotiations with the second-ranked firm and commence negotiations with the third-ranked firm as per Section 3 above. If a Contract is negotiated in good faith with the third-ranked firm, said Contract shall be presented to the Board of Education for approval.
- Section 5.** This Board of Education hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board of Education; and that all deliberations of this Board of Education and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.
- Section 6.** This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board of Education that may be inconsistent or duplicative with the provisions of this resolution.

MOTION#8282

Beamer moved and Timmons seconded the motion to approve the **Non-Consent Action Item K.1** as presented. The vote on the motion was all “Yes” by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A “No” vote was not heard. Motion carried.

L. Legislative Liaison Report

M. Board Initiated Business

N. Executive Session

MOTION#8283

Beamer moved and Koehler seconded the motion to adjourn the meeting. The vote on the motion was all “Yes” by Beamer, Damschroder, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, Wade, and Widman. A “No” vote was not heard. Motion carried. Meeting adjourned at 7:16 p.m.

O. Adjournment

Opportunities shall be given to the public to address regular or special meetings of the Board; however, the Board shall not be obligated to consider the problem or request of a petitioner unless the matter has been sent to each individual member of the Board of Education and the Superintendent of Schools in writing at least 48 hours in advance of the meeting, excluding Sundays and legal holidays.

Next meeting: January 18, 2024 in the Administration Building, Fremont, Ohio

Tim Damschroder, President

Alex Binger, Treasurer