



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

December 21, 2023

Sentinel Community Room, Tiffin, OH

6:30 p.m.

**Tim Damschroder – Gibsonburg
Chris Widman - Tiffin
Nancy Greenslade - Clyde-Green Springs
Thomas Wade - Fostoria
Thomas Price - Fremont
Linda Depinet - Hopewell-Loudon
Nancy Timmons – Lakota
Kathy Koehler - Mohawk
Jeff Hohman - New Riegel
Valerie Steyer - Old Fort
Paul Shaw - Port Clinton
Jaimie Beamer - Seneca East
Jim Morris - Upper Sandusky**

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

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

CONTENTS

December 21, 2023

- **Agenda - Summary**
- **Minutes of the Regular Meeting**
- **Fiscal Year Analysis**
- **Financial Summary Report**
- **Investments Report**
- **Check Payment Register**

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

Sentinel Community Room, Tiffin, OH

December 21, 2023

Regular Meeting Agenda

- A.** Call meeting to order – Mr. Tim Damschroder, President
- B.** Pledge of Allegiance to the Flag
- C.** Roll Call
- D.** Approve the minutes of the November 16, 2023 regular meeting
- E.** Administrative reports and discussion
- F.** Approval of Agenda (Additions, deletions, movement of consent agenda items)

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:

Briley Gee

Auston Sewell

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.

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.

I. Organizational Meeting 2024

Set the time, date, and location for the 2024 Organizational Meeting.

J. President Pro Tem

Appoint the President Pro Tem for the 2024 Organizational Meeting.

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. Garman 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. Garman 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.

L. Legislative Liaison Report

M. Board Initiated Business

N. Executive Session

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

**MINUTES OF THE VANGUARD-SENTINEL CAREER & TECHNOLOGY
CENTERS BOARD OF EDUCATION REGULAR MEETING**
Administration Building, Fremont, Ohio
November 16, 2023

The Vanguard-Sentinel Career and Technology Centers Board of Education met for its regular meeting on November 16, 2023 at 6:30 p.m. in the Vanguard-Sentinel Administration Building.

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; Damschroder, Depinet, Greenslade, Koehler, Morris, Price, Shaw, Steyer, and Timmons.

MOTION#8271

Timmons moved and Koehler seconded the motion to approve the October 19, 2023 regular meeting minutes. The vote on the motion was all “Yes” by Damschroder, Depinet, Greenslade, Koehler, Morris, Price, Shaw, Steyer, and Timmons. A “No” vote was not heard. Motion carried.

Mr. Wade entered the meeting at 6:33 pm.

Administrative reports and discussion.

Mr. Hohman entered the meeting at 6:36 pm.

MOTION#8272

Depinet moved and Greenslade seconded the motion for Approval of Agenda (Additions, deletions, movement of consent agenda items). The vote on the motion was all “Yes” by Damschroder, Depinet, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, and Wade. 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.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 items be removed from the consent agenda and voted upon separately.

G.1. Personnel

- a) Approve the certified substitute contract for Ron Huffman to work as assigned for the 2023-2024 school year at the Board approved hourly rate.
- b) Approve the part-time adult education instructor contract for Bernice Walton to work as assigned for the 2023-2024 school year, at the Board approved hourly rate.
- c) Accept the following resignations for purposes of retirement:
 - 1) James Baker, VTC Welding Instructor, effective May 24, 2024.

- 2) Lorrie Dymond, Public Safety Services Coordinator, December 31, 2023.
- 3) Jeff Harvey, VTC ISS Coordinator, effective February 29, 2024.

d) Approve an unpaid leave of absence for Erica Brasic for December 11, 2023, and December 12, 2023.

G.2. 2024-2025 School Calendar

Approve the 2024-2025 calendar as presented.

G.3. Service Agreement

Approve the consulting services agreement between Vanguard-Sentinel Career and Technology Centers and the Ennis Britton Consulting Group, LLC to provide design-build consulting services for the CTE Expansion Grant Project.

G.4. Board Policy

Approve the Board Policy titled BBB School Board Appointments as presented.

G.5. Donations

a) Accept a donation of \$500.00 from Croghan Colonial Bank to the SCTC SkillsUSA.

b) Accept a donation of \$2,000.00 from Asphalt Solutions of America to the Vanguard Tech Center.

MOTION#8273

Koehler moved and Greenslade seconded the motion for Approval of Consent Agenda (Superintendent's reports and recommendations). The vote on the motion was all "Yes" by Damschroder, Depinet, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, and Wade. 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) Amended Certificate of Available Resources
- h) FY24 Appropriations Amendment

H.2. Five Year Forecast

Approve the five-year forecast through June 30, 2028.

H.3. Then and Now Payment

Approve a then and now payment to People Driven Technology Inc. for technology services in the amount of \$8,208.00.

MOTION#8274

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

I. Non-Consent Action Item

I.1. Ohio Facilities Construction Commission Career Technical Construction Program

Approve the resolution authorizing the Vanguard-Sentinel Career and Technology Centers Board of Education to enter into a resolution of acceptance in the Ohio Facilities Construction Commission Career Technical Construction Program.

WHEREAS, the Commission’s Executive Director conditionally approved the award of:

Sentinel Career and Technology Center (Seneca County): Build (16,935 sf) for Fire/EMT (P6), Construction Trades (DD) and Welding (R7) to accommodate 151 additional students.

Award Amount:	\$7,796,111
Local Share:	\$639,401
Project Budget:	\$8,435,512

WHEREAS, the 30 day time limitation has not elapsed since the Executive Director’s conditional approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Vanguard-Sentinel Career and Technology Centers, Sandusky County, Ohio that the conditional approval as granted by the Commission’s Executive Director for the Career Technical Construction Program project be hereby accepted. The District will need to secure the local share in a dedicated special cost center within the fund(s) where the local funding originates (i.e., 001, 003, etc.) before the Project Agreement is executed.

MOTION#8275

Timmons moved and Wade seconded the motion to approve the **Non-Consent Action Item 1.1** as presented. The vote on the motion was all “Yes” by Damschroder, Depinet, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, and Wade. A “No” vote was not heard. Motion carried.

J. Legislative Liaison Report

K. Board Initiated Business

L. Executive Session

MOTION#8276

Depinet moved and Koehler seconded the motion to adjourn the meeting. The vote on the motion was all “Yes” by Damschroder, Depinet, Greenslade, Hohman, Koehler, Morris, Price, Shaw, Steyer, Timmons, and Wade. A “No” vote was not heard. Motion carried. Meeting adjourned at 7:15 p.m.

M. 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: December 21, 2023 in the Sentinel Community Room, Tiffin, Ohio

Tim Damschroder, President

Alex Binger, Treasurer