

**Anderson School Districts One and Two
Career and Technology Center
Board Minutes
October 27, 2021**

The meeting was called to order at 11:35 a.m. on Thursday, October 27 by Mr. Phil Ashley, Chairman. Board members present were: Mr. Jimmy Ouzts, Mr. Phil Ashley, Ms. Wendy Burgess, and Ms. Nancy Upton via Zoom.

Administration present were: Ms. Hollie Harrell, Director of The Anderson One and Two Career and Technology Center, Ms. Jenny Gilbert, Business Director, Mr. Jason Johns, Superintendent of Anderson District Two, Mr. Robbie Binnicker, Superintendent of Anderson District One.

Mr. Scott Powell, architect from Craig Gaulden Davis, presented the Board with a 2021 Citation award from A4LE (Association for Learning Environments) for the design of the Conference Center.

Mr. Bryan Bacher, Computer Science instructor at ACTC, presented a demonstration of the new robot, Pepper, used to teach students how to write programs for interactive robots.

The minutes of the June 2 meeting were reviewed. No changes were noted and all voted in favor to approve the minutes.

Mr. Ken Meadows of Green Finney LLP presented the ACTC 2020-2021 audit report. Highlights include the Center receiving an unmodified opinion which is the best the Center can receive. He also noted that the Center was in a strong financial position as of June 30, 2021. A separate test of CRF funding (Covid related federal funding) revealed one finding of emergency purchases having purchase order dates after the date of purchase. The ACTC response was that in the unusual circumstances of preparing for students to be safely taught in person at the Center, purchases had to be made quickly with the director's verbal approval in order to be ready for classes to begin in the pandemic.

Ms. Gilbert presented the local financial report to date and reports no concerning variances to budget.

Ms. Gilbert presented the annual fund balance report. After June 30, 2021 audit, \$343,334 was available for board appropriation. This amount is the total in unassigned fund balance over the amount required by the Center's fund balance policy. Ms. Harrell requested that all of this be designated for future capital expansion. Ms. Burgess made a motion to designate \$343,334 to the capital fund balance. Mr. Ouzts seconded this motion. All voted in favor.

Ms. Gilbert presented changes and updates to the Center's procurement code. The SC model procurement code was recently released and many of the changes were incorporated into the Center's procurement code. A synopsis of the changes is attached. Ms. Burgess motioned to accept the changes as presented. Mr. Ouzts seconded. All voted in favor.

Ms. Harrell reviewed the previously presented master plan and discussed starting work on the next phase which would be to build Maintenance / Technology facilities to free up the existing areas for CNC training facility. This phase was previously planned for last fiscal year but was postponed due to increased building costs. She presented a budget for this facility and suggested that bids be requested in Spring of 2022. She requested that the remaining 1,400,000 of capital fund balance be committed to this project. Ms. Burgess motioned to commit these funds as presented. Mr. Ouzts seconded. All voted in favor.

Mr. Ouzts motioned that the Board go into executive session. All voted in favor.
No action was taken in the session.

The Board resumed the public meeting. Ms. Burgess motioned that 2 new positions could be added at the Center (permanent sub and nurse) as well as accept tentative retirement of Biomedical instructor and release of contract of Auto Tech instructor pending the hiring of a new instructor for the program. Mr. Ouzts seconded the motion. All voted in favor.

The board renewed Ms. Harrell's Director contract.

Mr. Ouzts motioned for the meeting to adjourn. Meeting adjourned at 12:15 p.m.

The next Board meeting is planned for February 24th.

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Board Meeting Attachment: Synopsis of Procurement Code Changes

Section 1-103a Exemptions

Add: Professional service providers such as architects, engineers, and land surveyors provided no such service is awarded without the approval of the School District Board of Trustees.

Add: Curriculum and Software

Add Section 1-103b Procedure Exemptions

Procurement card purchase: With the director's approval, certain employees have the authority to make purchases for the center with a procurement card. Purchase requests to the credit card vendor should be submitted prior to purchases with the following exceptions: Maintenance Supervisor and the Technology Supervisor have permission to make purchases for the center prior to submitting purchase requests with verbal approval from the director. These purchase requests should be submitted at least monthly before credit card statement accounts are due.

Section 1-105 Effective Date

Change to Oct 29, 2021

Section 2-101 Methods of Source Selection

Add: Competitive Best Value Bidding (per SC model code)

Add: Competitive Online Bidding (per SC model code)

Section 2-102 Competitive Sealed Bidding (notice)

Change: or advertised on SCBO website

Section 2-104 Small Purchases

Change thresholds (per SC model code)

Not exceeding 10,000 (Price is fair and reasonable)

Add statement: Signature of the director on such purchase orders indicate price is fair and reasonable

\$10,000.01 to \$25,000 (Minimum of three verbal or written quotes)

\$25,000.01 to \$100,000 (Minimum of three written quotes)

Add statement: In the event that less than three responses are received it must be documented that good faith effort was made to solicit additional quotes.

4-301 Architect, Engineer, and Land Surveying Services

Delete this section

5-101 Disposition of Surplus Property

Section 1 Add Govdeals online auction

Add Section 3 Current students may be given preferential consideration in buying surplus items that are program specific, improving the student's work force ready status.