

**Anderson School Districts One and Two
Career and Technology Center
Board Minutes
October 23, 2025**

The meeting was called to order at 11:00 a.m. on Thursday, October 23 by Mr. Phil Ashley, Chairman. Board members present were: Mr. Jimmy Ouzts, Mr. Phil Ashley, and via phone Ms. Nancy Upton. Ms. Wendy Burgess was absent.

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

Mr. Ken Meadows, Audit partner from Greene Finney Cauley, LLP was present.

The minutes of the May 29, 2025 meeting were reviewed. No changes were noted and all voted in favor to approve the minutes.

The Student Spotlight portion of the meeting highlighted our Work base learning program as well as our Health Science students, instructors, and Annmed and Prisma work based learning opportunities. A career fair is in the planning stages for February which will showcase various health care career opportunities.

Mr. Ken Meadows of Green Finney Cauley, LLP presented the ACTC 2024-25 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, 2025. Board presentation highlights are attached to the minutes.

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 the June 30, 2025 audit, \$1,874,983 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 this be designated to the capital projects fund balance. Ms. Upton motioned that the Board appropriate funds as requested by Ms. Harrell. Mr. Ouzts seconded. All voted in favor. The audited June 30, 2025 balance of this fund was \$3,309,124. The additional funds will bring this balance to \$5,184,107. It was noted that of this balance \$1,399,874 was already committed to the parking lot addition project.

Ms. Harrell reported that she had approved a change order for rerouting fire hydrants that would cost approximately \$77,000. She requested that the Board approve these funds be taken from the capital projects fund balance. Mr. Ouzts motioned that funds be taken from the capital fund projects balance as requested. Mr. Ashley seconded. All voted in favor.

Ms. Harrell asked the Board to adopt for final reading: ACTC Board Policy to defer to feeder school districts in absence of a Career Center policy. Ms. Upton motioned to approve. Mr. Ouzts seconded. All voted in favor.

Ms. Harrell asked the Board to consider as first reading: ACTC Fraud Prevention Policy as presented. Mr. Ouzts motioned to accept the first reading. Ms. Upton seconded. All voted in favor.

Ms. Harrell reported on progress for the parking lot expansion project. She reports that the construction company has been very accommodating and easy to work with. They expect to be complete by mid December which is a month ahead of schedule. She also discussed the need for safety upgrades in the Welding lab. The lab originally created for 12 students now hosts 23. Significant safety upgrades are available now that were not available when the lab was built. She asked for commitment from the Board for future capital needs for this project. Mr. Ashley spoke on behalf of the Board to say student safety is a priority and that Ms. Harrell would have their support when the time comes for fund commitments.

Mr. Ashley called for the Board to go into executive session. Ms. Upton motioned to approve and Mr. Ouzts seconded. All voted in favor. No actions were taken in executive session.

Ms. Harrell requested that the Board approve another Ag teaching position for FY26-27 due to the growth in that program. Ms. Ouzts motioned to approve. Ms. Upton seconded. All voted in favor.

Ms. Harrell reported that J Davis Construction company, the winning bidder for the parking lot expansion project, inadvertently left off the cost of fencing materials in their bid. It was noted that the second lowest bidder did not include "fencing" in their bid. The rest of the bids submitted included a fencing subcontractor. She asked the Board how to handle this additional cost. After deliberation and in consideration of the excellent work, adaptability and accommodations, and the additional savings in other areas due to J Davis diligence, the Board would agree to pay half of the cost of the fencing. This is estimated to be approximately \$79,000. Ms. Upton made the motion to approve and Ms. Ouzts seconded. All voted in favor.

Ms. Upton motioned to renew Ms. Harrell's Director contract for 2026. Mr. Ouzts seconded. All voted in favor.

Meeting adjourned at 11:51 a.m.
The next Board meeting is planned for February 26, 2026.
Board meeting attachment: Auditor's Board presentation