

**MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING**

ORGANIZATIONAL MEETING

January 26, 2010

The Southern Ohio Educational Service Center Governing Board met on Tuesday, January 26, 2010 at 6:30 p.m. at the Southern Ohio Educational Service Center in Clinton County for its regular monthly meeting. Members present were Mr. Clawson, Mr. Luck, Mr. Mount, Mr. Peck, Mr. Shell, Mr. West, Mrs. Williams and Mr. Wilt along with Roy Alleyn Unversaw Jr., Treasurer and Tony Long, Superintendent. Guest in attendance was Rogina Jenkins-Conroy, Director of Human Resources.

OATH OF OFFICE

The Oath of Office was administered to Sarah Williams, Roger West, Carl Wilt and James Luck by Treasurer Unversaw per Board Policy BBBB.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #2505)

It was moved by Mr. Clawson and seconded by Mr. Peck to approve the agenda as revised.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Luck, declared the motion carried.

MINUTE APPROVAL (Resolution #2506)

It was moved by Mr. Shell and seconded by Mrs. Williams that the December 15 meeting minutes be approved as presented.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Luck, declared the motion carried.

Meeting was opened for public participation. None received.

Mr. Luck thanked Rogina Jenkins-Conroy for the wonderful dinner. He also thanked the board members for their support this past year during his term as president.

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RESIGNATION OF GOVERNING BOARD MEMBER, LEO FORD (Resolution #2507)

It was moved by Mr. Shell and seconded by Mr. West to accept, with regret, the resignation of governing board member, Leo Ford, effective January 25, 2010.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Luck, declared the motion carried.

Mr. Clawson mentioned that he spoke with Leo Ford prior to the board meeting. Mr. Ford indicated to him that he enjoyed his time on the board. Mr. Long mentioned that Mr. Ford always thought about what was best for the board.

NOMINATION AND ELECTION OF PRESIDENT (Resolution #2508)

Mr. Shell was nominated by Mr. Peck and seconded by Mrs. Williams for President of the governing board for 2010.

It was moved by Mr. Clawson that nominations be closed and that Mr. Shell be elected President.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Luck, declared the motion carried and turned the meeting over to Mr. Shell.

NOMINATION AND ELECTION OF VICE PRESIDENT (Resolution #2509)

Mr. Wilt was nominated by Mr. Mount and seconded by Mr. Clawson for Vice President of the governing board for 2010.

It was moved by Mr. Luck that nominations be closed and that Mr. Wilt be elected Vice President.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

APPOINTMENT OF SALARY AND BENEFITS COMMITTEE

Board President Mr. Shell appointed Mr. Luck, Mr. Peck and Mr. Clawson to serve as the salary and benefits committee through December 31, 2010.

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APPOINTMENT OF LEGISLATIVE LIAISON

Board President Mr. Shell appointed Mr. Peck to serve as the board's legislative liaison through December 31, 2010.

ESTABLISHMENT OF A SERVICE FUND FOR 2010 (Resolution #2510)

In accordance with O.R.C. 3315.15, it was moved by Mr. Luck and seconded by Mr. Peck that the board establish a service fund in the amount of \$7,500.00 for 2010.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

AUTHORIZATION OF THE TREASURER TO INVEST FUNDS (Resolution #2511)

It was moved by Mr. Wilt and seconded by Mr. West that the Treasurer shall be permitted to invest all board active and interim funds in the best interest of the board at the treasurer's discretion and per Board Policy DFA and DFA-R. All such investments shall be presented for board review at the next regular board meeting.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

AUTHORIZATION OF THE TREASURER TO PAY BILLS (Resolution #2512)

It was moved by Mr. Mount and seconded by Mrs. Williams that the Treasurer be authorized to pay bills as goods are received or services are performed and properly invoiced. A listing of paid bills shall be submitted for board review at each regular monthly meeting.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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**AUTHORIZATION OF THE SUPERINTENDENT TO TEMPORARILY EMPLOY
(Resolution #2513)**

It was moved by Mr. Clawson and seconded by Mr. Luck that the Superintendent be authorized to temporarily employ personnel. Such employment will be presented for approval at the next regularly scheduled board meeting.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

**AUTHORIZATION OF THE SUPERINTENDENT TO ACCEPT RESIGNATIONS
(Resolution #2514)**

It was moved by Mrs. Williams and seconded by Mr. Mount that the Superintendent be authorized on behalf of the Board to accept resignations which have been submitted by employees during times when the Board is not in session in 2010, subject to ratification by the Board; provided however, that upon ratification by the Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

**AUTHORIZATION OF THE SUPERINTENDENT TO APPROVE ATTENDANCE AT
PROFESSIONAL MEETINGS (Resolution #2515)**

It was moved by Mr. Peck and seconded by Mr. Wilt to authorize the Superintendent to approve attendance at in-state professional meetings for all staff members, subject to board policy DLC.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

**AUTHORIZATION OF THE SUPERINTENDENT TO ACT AS PURCHASING AGENT
(Resolution #2516)**

It was moved by Mr. Wilt and seconded by Mr. Luck that the Superintendent be authorized to act as purchasing agent in the district with authority to contract for services, supplies, materials, and equipment within approved appropriations.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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AUTHORIZATION OF THE SUPERINTENDENT TO APPLY FOR AND EXPEND FEDERAL MONIES (Resolution #2517)

It was moved by Mr. Luck and seconded by Mr. Clawson that the Superintendent be authorized to receive and expend federal money within the approved appropriations.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS (Resolution #2518)

It was moved by Mr. Peck and seconded by Mr. West that the following training programs be approved for compensation per board policy BHBA:

OSBA/ESC Workshop	March 19, 2010
OSBA/OASBO Treasurers' Clinic	September 15, 2010
OSBA/Capital Conference	November 7 – 10, 2010

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

2010 SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING DATES (Resolution #2519)

It was moved by Mr. Luck and seconded by Mr. Peck that regular governing board meetings be held the 4th Tuesday of the month, as listed, at the Southern Ohio Educational Service Center in Clinton County, unless otherwise announced in conformity to law.

February 23	6:30 p.m.	August 24	7:00 p.m.
March 23	5:30 p.m.	September 28	7:00 p.m.
April 27	7:00 p.m.	October 26	7:00 p.m.
May 25	7:00 p.m.	November 23	6:30 p.m.
June 22	7:00 p.m.	December 21	6:30 p.m.
July 27	7:00 p.m.		

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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GREAT OAKS ITCD REPORT

No report given. Great Oaks appointee to be determined.

LEGISLATIVE LIAISON REPORT

Mr. Peck referred to the Ohio School Boards Association publication, *The Link*, Volume 19 issue 12 to update the board on legislative matters for the state of Ohio. The following bullets are highlights from the report:

- HB 260 – The language to eliminate special elections in August was removed.
- SB 8 is also an election reform bill similar to HB 260, but it does not contain any special election language.
- HB 60 is legislation establishing nutritional standards for food and beverages sold in vending machines in public schools.
- HB 312 and SB 180 would require new e-schools to open under certain conditions; require the use of student performance data in evaluating teachers and principals for licensure; and qualify Teach for America participants for a professional educator license.
- HB 373 and SB 210 are bills that would establish nutritional standards for certain foods and beverages sold in schools; require public school students to have periodic body mass index measurements; and require daily physical activity for students. OSBA has expressed concerns about how the proposal would be funded and how districts would fit the new requirements into an already crowded school day.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #2520)

It was moved by Mr. Wilt and seconded by Mr. West that the paid bills be approved as presented, for a total of \$722,365.30 (total of 171 checks written).

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #2521)

It was moved by Mr. Luck and seconded by Mr. Clawson to approve the following appropriation modifications and amendments as presented below:

Appropriation Modifications: ESC

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
001-2900-500-0000	Supplies and Material / Central Services / General Fund	\$ - 500.00
001-2900-600-0000	Capital Outlay / Central Services / General Fund	<u>500.00</u>
Increase: \$ 500.00		Decrease: \$ 500.00

Appropriation Amendments: ESC

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
001-2300-400-0000	Purchased Services / Board Service/ General Fund	\$ 1,690.47
001-2900-400-9042	Purchased Services / Central Services / WCH C/CO Agreement	<u>\$ 1,000.00</u>
	Total Amendments – ESC:	\$ 2,690.47

Appropriation Amendments: Hopewell

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
499-9700	Elearning Grant FY 2010 Fund	<u>\$ 10,000.00</u>
	Total Amendments – Hopewell:	\$ 10,000.00

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

APPROVAL OF INVESTMENTS (Resolution #2522)

It was moved by Mrs. Williams and seconded by Mr. Mount to approve the following investments as transacted by the treasurer:

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Term</u>	<u>Rate</u>	<u>Amount</u>
12/15/2009	General	NB&T / 1st Financial Bank USA	1 yr	1.44%	\$190,000.00

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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Mr. Unversaw gave the board an update on the investment portfolio. Interest rates have fallen even more since December 2009. The current CD rate for a one year maturity is .04% as compared to 1.44% in December 2009. Mr. Unversaw said that the ESC has not been actively reinvesting dollars due to the extremely low interest rates; therefore, more money is in the money market account than normal. The Money Builder money market account is earning 0.60%. Mr. Unversaw will continue to keep a close watch on the portfolio and interest rates.

APPROVAL OF AUTHORIZATION TO PAY (Resolution #2523)

Upon the recommendation of Treasurer Unversaw and per O.R.C. Section 5705.41, it was moved by Mr. Peck and seconded by Mrs. Williams to affirm authorization to pay purchase order #2100869 issued to Mitel Professional Services for Region 14 services in the amount of \$4,003.52 from Account Codes 499-2720-423-9002, 022-2720-423-9245, and 516-2720-423-9219. According to O.R.C. Section 5705.41, if the obligation is \$3,000.00 or more, the board must affirm authorization to pay.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

TREASURER DISCUSSION ITEMS

Mr. Unversaw discussed the FY 2009 Audit. Southern Ohio ESC received an unqualified opinion, which is the best opinion an organization can receive. No findings, citations, or management recommendations were noted. A copy of the audit report was included in each board members agenda packet.

The Calendar Year 2009 Ohio Ethics Commission Financial Disclosure Statement was given to each board member at the meeting. The statement must be mailed to the commission by April 15th, 2010.

AMENDMENT TO SOUTHERN OHIO ESC SECTION 125 PLAN (Resolution #2524)

Upon the recommendation of Superintendent Long, it was moved by Mr. Clawson and seconded by Mr. Luck to approve amendment to Southern Ohio Educational Service Center's Section 125 Flexible Benefit Plan effective December 1, 2009.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

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WADDELL SCHOLARSHIP AWARDS FOR 2010 (Resolution #2525)

Upon the recommendation of Superintendent Long and the Waddell Scholarship Committee, it was moved by Mr. Luck and seconded by Mr. Peck to establish the total number of new Gaylord and Barbara Waddell Scholarships to be awarded in 2010 at eleven. Each scholarship shall be for \$1,000.00 per year, renewable for four years, with East Clinton graduates receiving five, Clinton Massie graduates receiving three, and Blanchester graduates receiving three.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

2010 FOUR COUNTY SCHOOL BOARDS MEETING (Resolution #2526)

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. West to invite board members, superintendents, treasurers, and other administrators to a dinner meeting of the boards of education of the twelve school districts of Adams, Clinton, Fayette, and Highland Counties on March 23, 2010 to be held at West Union Elementary School, Adams County/Ohio Valley Schools, beginning at 5:30 p.m.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

APPROVAL OF OHIO SCHOOL BOARDS ASSOCIATION 2010 MEMBERSHIP (Resolution #2527)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Wilt to approve membership in the Ohio School Boards Association for 2010 at a cost of \$3,045.00 including the Briefcase Subscription, School Management News and Policy Development Quarterly.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

APPROVAL OF SERVICE CONTRACTS (Resolution #2528)

Upon the recommendation of Superintendent Long, it was moved by Mr. West and seconded by Mrs. Williams to approve the following service contracts as listed:

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Georgetown Exempted Village School	2100918	Flex Credit PD Presenter	2/18/10	\$150.00	----

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Service Contracts (Cont.)

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Miami Valley Educational Computer Association	2100866	Technician Services	FY 2010	\$1,300.00	----
Miami Valley Educational Computer Association	To be created FY 2011	Internet Access Services – SOESC	FY 2011	\$16,716.00	----
Miami Valley Educational Computer Association	To be created FY 2011	Internet Access Services – CC Alternative School	FY 2011	\$10,356.00	----
Pitney Bowes Office Systems	2100832	Postage Meter Lease (Highland County)	FY 2010	\$894.00	----
School Insurance Consultants, LLC	2100920	Consulting Agreement	1/26/10- 1/25/11	\$2,739.03	----
Strategic Management Solutions	2100877	E-rate Filing	FY 2010	\$2,500.00	----

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

APPROVAL OF DONATION (Resolution #2529)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Peck to approve a donation from WalMart of one \$100.00 gift card for Clinton County Alternative School.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

HOPEWELL REGIONAL ADVISORY BOARD (Resolution #2530)

Upon the recommendation of Superintendent Long, and the Hopewell Regional Advisory Board, it was moved by Mr. Wilt and seconded by Mr. Clawson to approve the following:

Service Contracts

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Adams County/Ohio Valley	2100862	E Read (K-6 Grades)	12/15/09-6/30/10	\$1,850.65	----

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Service Contracts (Cont.)

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Brown County ESC	2100887	OIP Facilitator Training	1/29/10	\$1,050.00	----
Dr. Robert Canady	2100850	School Scheduling/ Dropout Prevention Strategies	2/23/10-2/25/10	\$7,500.00	\$1,000.00
Mitel Professional Services	2100869	Inter-Tel Telephone System	3/12/10-3/11/11	\$4,003.52	----
Pitney Bowes Credit Corp.	2100870	Postage Meter Lease	FY 10	\$726.00	----
Western Brown Local Schools	2100861	E Read	12/15/09-6/30/10	\$6,953.11	----

Amendment to Service Contract

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Current Amount</u>	<u>Revised Amount</u>
Deaf Choice	2100830	C Print & Interpreting Service Provision	8/15/09-8/14/10	NTE \$1,500.00	NTE \$3,000.00

**Original Board Action Date: 8/25/09; Original Purchase Order #2100371*

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.

INFORMATION/DISCUSSION ITEMS

Mr. Long mentioned the following to the board:

1. That he is grateful to be serving as the Superintendent of the SOESC.
2. January is Ohio School Board's Association "Board Appreciation Month". Each board member enjoyed a dinner provided by the SOESC staff, watched a video clip concerning our member school districts and was presented a certificate of appreciation for serving on the board.
3. Details were shared concerning the March 23, 2010 four county school board dinner.

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INFORMATION/DISCUSSION ITEMS (Cont.)

4. Mentioned that Roger West will be serving as President of the Southern Hills Career and Technical Center during 2010.
5. A copy of an article that ran in the Wilmington News Journal concerning the Clinton County Business Advisory Council speech contest winner was shared.
6. Invited all board members to the Clinton County School Bus Driver's annual in-service. The in-service will be held on March 3, 2010 beginning at 6:30 pm at Laurel Oaks.
7. Shared a copy of Mr. Bennie Trail's letter of appreciation to Laurel Oaks regarding the new flag pole.
8. Shared some very brief education related comments concerning Governor Strickland's State of the State address.
9. Shared the tentative agenda for the OSBA/OESCA March 19th in-service.
10. Shared a copy of the recent ODE article concerning Ohio moving to 5th in the nation.
11. Rick Earley, High School Principal at Hillsboro has been hired as the next Superintendent at Hillsboro City Schools.
12. Shared the 2009 SOESC Annual Report and gave each board member a copy in their packets.
13. Congratulated Alleyn and the fiscal office on a clean audit.
14. Shared that the SOESC has partnered with Wilmington, Hillsboro City Schools and the Clinton County and Highland County Family and Children First Council for a grant valued at \$26,000 for each county.
15. Mentioned that Great Oaks is installing a new security system for the Wilmington Office.

Mr. Shell thanked Mr. Luck for his leadership over the last year. The board discussed replacing Leo Ford's vacancy. The board has 30 days to appoint a new member (by February 25, 2010). The SOESC newly appointed board member's term would end December 31, 2011. Discussion was also held about who would serve on Great Oaks board of directors. The next Great Oaks board meeting is scheduled for February 10, 2010.

Mr. Luck asked the board members to turn in treasurer evaluation forms.

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ADJOURNMENT (Resolution #2531)

It was moved by Mr. Clawson and seconded by Mr. Luck to adjourn to meet again in regular session on February 23, 2010 at 6:30 p.m. at the Clinton County Educational Service Center, 3321 Airborne Road, Wilmington.

The board members present unanimously approved the motion. President of the board, Mr. Shell, declared the motion carried.