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

REGULAR MEETING

September 27, 2011

The Southern Ohio Educational Service Center Governing Board met on Tuesday, September 27, 2011 at 7:00 p.m. at the Southern Ohio ESC in Clinton County for its regular monthly meeting. Members present were Mr. Clawson, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. Shell, Mrs. Williams and Mr. Wilt along with Roy Alleyn Unversaw Jr., Treasurer and Tony Long, Superintendent. Mr. West was not in attendance.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #2738)

It was moved by Mr. Luck and seconded by Mr. Clawson to make VII Item #5 (Service Contract item - Michele Beery) a separate agenda item.

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

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #2739)

It was moved by Mr. Shell and seconded by Mr. Lane to approve the agenda as revised, deleting VII Item #1 (Employment of Personnel – Melissa Smith) from the agenda. *This motion was previously approved at August 23, 2011 board meeting.*

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

MINUTE APPROVAL (Resolution #2740)

It was moved by Mr. Shell and seconded by Mr. Luck that the August 23, 2011 meeting minutes be approved as presented.

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

Meeting was opened for public participation. None received.

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GREAT OAKS ITCD REPORT

Mr. Lane updated the board on the Great Oaks ITCD September 14, 2011 meeting. The following are highlights from his report:

- 503 students are enrolled at the Laurel Campus.
- Approximately 2,602 students enrolled in the Workforce Development Programs.
- The Great Oaks Board is looking at the retire/rehire process.
- The next scheduled meeting in October will be held at Diamond Oaks.

LEGISLATIVE LIAISON REPORT

Mr. Peck referred to the Ohio School Boards Association publication, *The Link*, to update the board on Ohio's legislative matters. The following bullets are highlights from his report:

- HB 136, School Choice, seeks to expand school choice through vouchers and taxpayer scholarships.
 - The legislation will reduce funds to public schools by \$320 million.
 - Parents will have the option to keep the money that is not spent.
 - HB 153 increased the number of school vouchers to 30,000.

Mr. Mount arrived.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #2741)

It was moved by Mr. Peck and seconded by Mrs. Williams that the paid bills be approved as presented, for a total of \$656,751.86 (total of 154 checks written).

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

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APPROVAL OF AUTHORIZATION TO PAY (Resolution #2742)

Upon the recommendation of Treasurer Unversaw and per O.R.C. Section 5705.41, it was moved by Mr. Luck and seconded by Mr. Clawson to affirm authorization to pay purchase order #2110901 issued to Southern Ohio Educational Service Center for OIP facilitation-PD and TA Service Agreement in the amount of \$15,872.26 from Account Code 499-2211-415-9003. According to O.R.C. Section 5705.41, if the obligation is \$3,000 or more, the board must affirm authorization to pay.

**Original Board Action Date: June 28, 2011.*

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

TRANSFER OF FUNDS (Resolution #2743)

Upon the recommendation of Treasurer Unversaw, it was moved by Mr. Lane and seconded by Mr. Mount to approve the transfer of:

Transfer From	Transfer To	Amount
Hopewell Legal Defense Fund (022-0000)	Hopewell Cooperative Fund (022-9245)	\$25,007.31

**Approved by the Hopewell Regional Advisory Counsel on November 16, 2010.*

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

APPROVAL OF APPROPRIATION AMENDMENTS (Resolution #2744)

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

Appropriation Amendments - ESC

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
001-1100-100-0000	Salary & Wages / Instructional Staff / General Fund	\$274.00
001-2200-500-9017	Supplies & Materials / Staff Support /Entry Year Fund	<u>\$1,000.00</u>
Total Amendments - ESC		\$1,274.00

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

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TREASURER DISCUSSION ITEMS

1. The Ohio Ethics Commission fee increased from \$20.00 to \$30.00.

All Board Members must file for CY 2011 even if not re-elected for CY 2012.

2. At the June 2011 meeting the Board approved the life insurance rate at \$0.105 per \$1,000.00 of coverage. The actual rate is \$0.095 per thousand as the Board had approved back in November of 2010. I will add a note to the June 2011 Board minutes to reflect the actual rate.
3. On September 8, 2011, I received a letter from Gatekeeper's legal counsel providing an update on our claim. The \$6,287.00 "in question" should be paid back to the Southern Ohio ESC once our claim receives approval from Class Counsel (class action lawsuit was brought against Gatekeeper). Employees should also be credited the amount of their lost interest.
4. During the May 2011 Board Meeting I indicated that Superintendent Long and I were investigating the **OnBase Document Management System** as recommended by the 2011 Board Salary Committee. We have spent considerable time researching this product and have concluded that this will make our organization more efficient and effective.

Here are some of the features and benefits (not all inclusive):

1. Digitizes records.
2. Reduces physical storage space.
3. Reduces research time through keyword searches.
4. Approves purchase orders online.
5. Eliminates duplication of effort.
6. Reduces printing costs.
7. Increases communication between departments.
8. Opens the door for future shared services.

There is a one time initial setup fee of \$6,085.00 then each year after that it will be approximately \$2,500.00.

Board President Wilt collected the completed Treasurer Evaluations from the board members in attendance. He will meet with Mr. Unversaw to discuss and tabulate the results. The final results will be shared at the October 2011 board meeting.

FY 2012 SOUTHWESTERN OHIO EDUCATIONAL SERVICE CENTER ASSOCIATION
MEMBERSHIP (Resolution #2745)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Williams and seconded by Mr. Shell to approve continued educational service center membership in the Southwestern Ohio Educational Service Center Association (SWOESCA) for FY 2012 at a cost of \$75.00.

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

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ADOPTION OF SECTION 125 (Resolution #2746)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Lane to adopt the Section 125 Plan Document for the Southern Ohio Educational Service Center for the period of October 1, 2011 through September 30, 2012.

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

APPROVAL OF SERVICE CONTRACT (Resolution #2747)

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

Service Contract

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Michele Beery	2120446	Evaluator ~ OPES Grant	2011-12 SY	\$1,000.00	---

Seven board members approved the motion with an abstention from Mr. Luck. President of the Board, Mr. Wilt, declared the motion carried.

APPROVAL OF SERVICE CONTRACT (Resolution #2748)

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

Service Contracts

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Clinton County Health Department	2120437	Flu Shots & Hepatitis B	10/7/11	\$500.00	---
Ennis, Roberts & Fischer	2120356	Teacher Evaluation for Building Administrators	8/4/11 & 8/10/11	\$1,640.00	---
Kings Kia, Cincinnati	2120434	Maintenance & Repairs	2011-12 SY	\$1,370.00	---

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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	2120452	OnBase Document Management (initial set-up cost)	FY 2012	\$6,085.00	----
Ohio School Boards Association	2120411	Workshop for newly elected Board Members	FY 2012	\$800.00	\$100.00
SOITA	2120410	Training Sessions	FY 2012	\$1,162.50	----
Survey Monkey	2120357	One yr. subscription renewal	9/28/11-9/27/12	\$200.00	----
Wilmington City Schools	2120359	Professional Development	9/13/11 9/29/11 10/6/11	\$1,140.00	----

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

HOPEWELL REGIONAL ADVISORY BOARD (Resolution #2749)

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

Personnel Contracts

Employment contracts for the following personnel subject to assignment by the Regional Director, and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Bureau of Criminal Background Investigation Check and Federal Bureau of Investigation Background check (as needed):

Substitute Interpreter Contract (HI/D Team, ETR, IEP Meetings)

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Salary Schedule/ Step/Rate/Days</u>
Teena Villars	Substitute Interpreter	2011-12 SY	Interp/0 \$17.29 p/h

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Service Contracts

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Brown County ESC	2120401	IDEA Part B Specialized Services/OIP Training	9/1/11-6/30/12	NTE \$28,861.00	----
Brown's Cycle Shop	2120445	Repair for youth sized trike	2011-12 SY	\$49.94	----
Highland County General Health	2120419	Flu & Hepatitis B Shots	10/6/11	\$500.00	----
McKee Excavation & Lawn Services	2120404	Snow Removal/Salt Treatment	2011-12 SY	\$2,000.00	----
South Central Ohio ESC	2120403	IDEA Part B Specialized Services/OIP Training	9/1/11-6/30/12	NTE \$3,000.00	----
Southern Ohio ESC	2120402	IDEA Part B Specialized Services/OIP Training	9/1/11-6/30/12	NTE \$64,239.00	----
Southern Ohio ESC	2120341	EL-D/EL-3 Fiscal Fee	FY 2012	\$7,371.00	----

Stipend Contracts

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Tracy Boler	2120389	RAC Attendance Stipend	2011-12 SY	\$175.00	\$70.00
Rhonda Freidhoff	2120387	RAC Attendance Stipend	2011-12 SY	\$175.00	\$250.00
Kristy French	2120388	RAC Attendance Stipend	2011-12 SY	\$175.00	\$60.00
Heather Gibson	2120406	RAC Attendance Stipend	2011-12 SY	\$175.00	\$100.00
Bonnie Hankey	2120407	RAC Attendance Stipend	2011-12 SY	\$175.00	\$275.00
Patricia Johnson	2120386	RAC Attendance Stipend	2011-12 SY	\$175.00	\$275.00

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Mr. Long shared the following with the board:

1. Copies of the Ohio Department of Education's Local Report Cards which indicate SOESC member school district academic designations were handed out.
2. Washington Court House City Schools Board of Education has agreed to host the 2012 SOESC Four County Board meeting.
3. He suggested that the October SOESC Governing Board meeting be changed to the SOESC Highland County office. The office is located at 39 Willettsville Pike, Hillsboro. The board agreed and passed a resolution.
4. The Southwest Ohio School Boards Association will be conducting their 60th Annual Fall in-service on Wednesday, October 12th at Sinclair Community College in Dayton.
5. A copy of the 43rd Phi Delta Kappa's Education Gallup Poll. The poll surveyed 1,002 adults regarding their perceptions about public education and not surprising they found that school funding, teacher salaries/layoffs, college readiness, teacher unions and school choice were all "hot" topics.
6. Information concerning the December 1st newly elected school board member training sponsored by the SOESC and facilitated by the Ohio School Board Association was shared.
7. A newspaper article from the Highland County Time Gazette concerning the upcoming visit by The Ohio Supreme Court and the SOESC's involvement in their visiting Highland County on October 19th was discussed.
8. Copies of the FY 2011 SOESC's Annual Report and the first SOESC newsletter was shared with the board.
9. Information concerning the SOESC's subdistrict eight was shared with the board.
10. The SEOSC Governing Board was reminded about the upcoming Ohio Educational Service Center Association's 26th Annual Capital Conference Bruch/Recognition Program on Monday, November, 14th beginning at 9 am. Registration will begin at 8:15 am. Ralph Shell will be receiving the *Distinguished Service Award* for serving on the SOESC Governing Board for 20 years. If you are interested in attending please let me know at the board meeting.
11. Both Wilmington City Schools and Blanchester Local Schools shared their appreciation for the recent SOESC resolution of support regarding the school district's upcoming ballot issues.
12. A brief summary of the 2011 Ohio Educational Service Center Association's (OESCA) Fall Conference The conference was entitled "Partnering for Success: The Shared Services & Interagency Collaboration Conference." Additional information concerning House Bill 153 which allows educational service center to partner with local governments was also shared.
13. Putman Elementary School in Blanchester was recently named the United States Department of Education National Blue Ribbon School.
14. The Ohio School Board Association has recently completed the final copy of the revised SOESC Policy Manual. Mr. Long acknowledged the hard work of Alleyn Unversaw, Lisa Barnhouse, Rachel Meyer and Rogina Conroy.

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The board discussed changing the location of the December meeting. It will be brought up at the October meeting.

Mr. Williams recommended that the Board, at the October meeting, consider providing cell phones for the Superintendent and Treasurer.

RESOLUTION TO CHANGE BOARD MEETING LOCATION (Resolution #2750)

It was moved by Mr. Shell and seconded by Mr. Clawson to change the location of the October 25th board meeting to the Highland County office located at 39 Willettsville Pike, Hillsboro.

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

ADJOURNMENT (Resolution #2751)

It was moved by Mr. Shell and seconded by Mr. Luck to adjourn to meet again in regular session on October 25, 2011 at 7:00 p.m. at the Highland County office located at 39 Willettsville Pike, Hillsboro.

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

Board President

Treasurer

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