

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

REGULAR BOARD MEETING

NOVEMBER 25, 2024

The Southern Ohio Educational Service Center Governing Board met on Monday, November 25, 2024, at 6:00 p.m. for its regular monthly meeting. Members present were Ms. Gausman, Mr. Hixson, Dr. Kirby, Mr. Lane, Mr. Mount, Mr. Peck, Ms. Ruth, Ms. Stepp, and Mr. West, along with Curt Bradshaw, Superintendent, and Rachel Meyer, Treasurer. The guest present was Jeff Royalty.

APPROVAL OF THE MEETING AGENDA (Resolution #4934)

It was moved by Mr. Mount and seconded by Ms. Gausman to approve the agenda.

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

MINUTE APPROVAL (Resolution #4935)

It was moved by Mr. Lane and seconded by Ms. Stepp that the October 22, 2024, meeting minutes be approved as presented.

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

SOUTHERN OHIO ESC SHARED EXPERTISE

Mr. Royalty reviewed the Hopewell Cooperative summary of services handout that provided the service by district and type of service. He indicated that in October 2023, 1411 students were provided related services compared to the end of 2023/24 SY, in which 1507 students were provided related services. Those two numbers were compared to October 2024, in which 1472 students were provided related services. He said that students continue to be added based on IEP needs and that more students are coming on caseload versus those coming off caseload.

He then indicated the preschool services continue to increase and that we will likely hit the maximum caseload for our ECISs in December 2024. Last year, we did not hit the maximum caseload until April. Mr. Royalty indicated he has communicated this to the district Superintendents and that hiring an additional ECIS may be necessary.

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SOUTHERN OHIO ESC SHARED EXPERTISE (Cont.)

Hopewell Facilities Update

The walls have been painted gray from the previous yellow. Gray looks very professional. Mr. Royalty commended Mr. Walls for his work on this project.

New sign out front – we were able to use grant funds for the purchase.

Thermostats – Mr. Walls and Mr. Osborne will install smart thermostats. They will be able to be controlled with a phone app. This will allow for better scheduling and heating and cooling.

SST Regional Service Plan

Mr. Royalty indicated that ODEW asked the SST to complete and submit the plan. The plan was shared with board members and is comprised of three sections:

Section One-General Information (general description of the region served)

Section Two-Data Analysis (used to identify patterns and issues requiring attention)

Section Three-Scope of Work (what the SST is going to do; two priorities identified)

Priority One: decrease the rate of chronic absenteeism

Priority Two: Building sustainable systems of support

He indicated that there is a progress check at every SST meeting and that this plan guides the work of the SST.

(Ms. Ruth arrived at 6:12 p.m.)

GREAT OAKS ITCD REPORT

Mr. Lane reported that the Great Oaks Board met on November 13, 2024, at the district offices in Sharonville. The following information may be of interest to you:

The cost of health insurance for 2025 will increase by 11.9% after increasing by 6% for the current year.

- Tours for eighth-grade students have been completed for this school year. Participating schools determine for themselves who should go.
- Applications for enrollment for the 2025-26 school year opened on November 15. Students who make an application before the February deadline will receive first consideration over those who apply after the deadline.

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GREAT OAKS ITCD REPORT (Cont.)

- Beginning with the 23-24 school year, selection for admission to oversubscribed programs was determined by lottery rather than qualification alone. Great Oaks conducted a two-year study of the effects of the lottery for various student subgroups for 23-24 and the current school year, 24-25, compared to the pre-lottery student composition during the 21-22 and 22-23 school years.
- Analysis of the data is continuing. A casual review of the current reported information includes the following:
 - Gender – The enrollment of girls has declined slightly when comparing the 21-22 and 22-23 enrollment to the 23-24 and 24-25 enrollment.
 - Economically Disadvantaged Students – Enrollment of these students has nearly doubled since the implementation of the lottery.
 - Students with Disabilities – Enrollment of these students has declined slightly.
 - Students with 504 Plans - Enrollment of these students has increased slightly.
 - White and Non-White Students – Enrollment of non-white students has increased by roughly 3%, while white student enrollment has decreased by the corresponding amount.

LEGISLATIVE LIAISON REPORT

Ms. Ruth referenced “The Link” provided in board member packets. She indicated that Malania Birney is the newest OSBA Legislative Services Division member and editor of “The Link.”

Next, she indicated that OSBA Division of Legislative Services is considering a few changes to how they communicate with the Legislative Liaison Network in 2025. Beginning in January, they would like to cease the monthly publication of “The Link” and replace it with a monthly Zoom meeting. The meeting would serve as a regular touch base for the Legislative Liaison Network, during which they would present the typical contents of “The Link” and could respond to comments or answer questions in real-time. Legislative Liaison Zoom meetings would be made available for sharing with district board members, and a recording of the meeting would be circulated with that week’s issue of “Facts in a Flash.”

FINANCIAL REPORTS

Treasurer Ms. Meyer reviewed the monthly reports with the Board.

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APPROVAL OF PAID BILLS (Resolution #4936)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Peck and seconded by Mr. West that the paid bills for the previous month be approved as presented, for a total of \$1,062,725.68.

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

APPROVAL OF INVESTMENTS (Resolution #4937)

It was moved by Mr. Mount and seconded by Ms. Gausman to approve the following investments as transacted by Treasurer Meyer.

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
10/24/2024	General	Bank of Hapoalim B M NY CD	10/22/2026	3.90%	\$ 99,745.00
10/24/2024	Waddell	Bank of Hapoalim B M NY CD	10/22/2026	3.90%	\$ 49,872.50
10/31/2024	General	First Bank of the Lake MO CD	4/30/2026	4.00%	\$ 100,000.00
10/31/2024	Waddell	First Bank of the Lake MO CD	4/30/2026	4.00%	\$ 50,000.00

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

APPROPRIATION MODIFICATION AND AMENDMENTS (Resolution #4938)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. West and seconded by Ms. Ruth to approve the following appropriation modifications and amendments as presented.

[See Minute Page #2363 - #2364]

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

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TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- **Congratulations to Rhonda Cochran!** Rhonda completed her treasurer internship with me on October 31. To apply for a School Treasurer License, individuals must complete a 300-hour internship with a licensed, supervising school treasurer. The 300 hours are spread over the following areas:
 - Overview of Treasurer and Business Office Responsibilities
 - Financial Management
 - Fund Accounting
 - Financial Reporting
 - Purchasing and Business Function
 - Legal/Legislation
 - Administrative and other duties
- **Travel Reimbursement Forms** - Board members will need to sign their travel forms. They are included in your packet. Please sign and return them to me at the board meeting. Payments will be made in December.
- **High Performing ESC** – On October 28, we received notification from Aaron Rausch, Chief of Budget and School Funding, Ohio Department of Education & Workforce, that we have been designated as a high-performing ESC. This is our ninth year with this designation. While the designation no longer differentiates state funding, ESCs can still use the designation to help client districts meet federal procurement requirements. Across the state, ESCs reported significant savings to client school districts. The percentage of savings for Ohio's ESCs far exceeds the 5% benchmark, averaging 39.32% savings in Fiscal Year 2024, based on data provided by DEW. The total cost savings percentage for SOESC was 19.99%.
- **The Treasurer Roundtable** that we hosted on November 14 was a success. We had 16 in attendance. Debbie Caudle, Area Coordinator, and Sarah Sterling, Financial Program Manager, Office of Budget and School Funding, facilitated the meeting. Participants were provided hands-on assistance with the Excess Cost and Threshold Cost Reimbursement process.
- **Health Reimbursement Arrangement (HRA) Plan** - On October 30, Amanda and I met with representatives of American Fidelity to set up the plan for the Health Reimbursement Arrangement. I have also communicated with employees who meet the criteria for participation in this plan. Amber Italiano, our dedicated American Fidelity representative, has met with them, and I have submitted the information to get them enrolled. If you recall, this option is for those employees who elect to enroll in the High Deductible Health Plan but are not eligible to participate in a Health Savings Account due to Medicare or Tricare enrollment.

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TREASURER DISCUSSION ITEMS (Cont.)

- **GAAP Financial Statements:** I spoke with John Sparks of Plattenburg on November 4, and he indicated that our GAAP financial statements will be done and filed on the Auditor of State's Hinkle Filing System by the November 29 deadline.

NOTE: Auditor of State (AOS) Hinkle Filing System: Ohio law (ORC 117.38) requires that local public offices file their annual financial reports with the AOS. Further, OAC117-2-03(B) requires all counties, cities, school districts, including educational service centers and, community schools, and government insurance pools prepare their financial report pursuant to GAAP. Unless an extension has been approved by the AOS, entities filing on a GAAP basis have 150 days (November 30 for our ESC) following the end of their fiscal year to submit their financial statements to the AOS. An entity failing to comply with the mandated basis of accounting, and/or the filing requirements may be subject to non-compliance citations and penalties established by the ORC.

GAAP – Generally Accepted Accounting Principles - incorporates components to eliminate misleading accounting and financial reporting practices. The components create consistent accounting and reporting standards, which provide reliable methods of evaluating an organization's financial standing. Without GAAP, accountants could use misleading methods to paint a deceptive picture of an organization's financial standing.

- **Single Audit** - I was informed on November 4, by Elizabeth Pool, Assistant Auditor, from the Auditor of State's office, that planning for the FY2024 single audit has begun. Each of you will receive an Audit Entrance Conference Information email from her as well as an FRAQ (Fraud Risk Assessment Questionnaire) to complete in the near future.

Professional Development:

- On November 5, 2024, I attended the BWC Update webinar. This webinar provided information about BWC invoices, estimated annual premium, important dates, and a monthly safety tip.
- On November 21, 2024, I will attend the MVECA Assembly Meeting. Topics include fee discussion, project and business development, and staffing updates.
- On November 22, 2024, the entire fiscal team will attend the MVECA Calendar Year-End Meeting. This meeting will review and provide updates/tips to help us close the calendar year successfully.

Congratulations again to Rhonda Cochran for obtaining her School Treasurer license.

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PERSONNEL CONTRACT RESIGNATION(S): R14/ESC (Resolution #4939)

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Stepp and seconded by Mr. Hixson to approve the resignation of the following personnel:

R14/SOESC RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Hickey, Leslie	Student Monitor	Classified	09-06-2024
Mitchell, Desiree	Health Paraprofessional	Classified	10-04-2024
Souder, Paige	Student Monitor	Classified	09-27-2024

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

Mr. Bradshaw shared some information with the Board regarding Ms. Souder's resignation letter and the facts surrounding her resignation.

PERSONNEL CONTRACT AGREEMENTS: R14/ESC (Resolution #4940)

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Lane and seconded by Mr. Peck that the Board approves employment contracts for the following personnel subject to the provision of ORC 3319.02, ORC 3319.08, and/or ORC 3319.081. All personnel is subject to assignment by the Superintendent, and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Department of Education highly qualified teacher per current job assignment; Ohio Bureau of Criminal Background Investigation Check; and Federal Bureau of Investigation Background Check:

R14/ESC CONTRACT AGREEMENT(S)

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Length</u>	<u>Days</u>	<u>Degree</u>	<u>Schedule/ Step/ Rate</u>	<u>Contract Type</u>	<u>Comments</u>
Larrick, Christy	Substitute Teacher	2024- 2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC
Mount, Trista	Substitute Teacher	2024- 2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC

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R14/ESC CONTRACT AGREEMENT(S) (Cont.)

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/ Rate	Contract Type	Comments
Wilson, Bailey	Substitute Teacher	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC

East Clinton Substitutes

- | | | |
|-------------------|---------------------|-----------------------|
| 1. Baird, Melinda | 2. Larrick, Christy | 3. Montgomery, Brandi |
| 4. Mount, Trista | 5. Wilson, Bailey | |

Great Oaks (Laurel Oaks Campus) Substitutes

- | | | |
|------------------|-------------------|---------------------|
| 1. Bancroft, Nic | 2. Conley, Hannah | 3. Larrick, Christy |
| 4. Mount, Trista | | |

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

APPROVAL CONTRACT AMENDMENT(S) (Resolution#4941)

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Mount and seconded by Mr. Hixson to approve an amendment to the following employment contract for the following personnel:

R14/ESC CONTRACT AMENDMENT(S)

Name	Position	Contract Dates	Change 1
Turner, Nancy	Paraprofessional	2024-2025	Change from Schedule M/Step 9/ \$20.29 per hour to Schedule M/Step 10/\$21.07 per hour; retroactive to 8/8/2024

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

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APPROVAL OF UNPAID LEAVE OF ABSENCE (Resolution#4942)

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Ruth and seconded by Ms. Gausman to approve an unpaid leave of absence request for **Chad Walls**, for restoration of health, beginning January 14, 2025, through April 4, 2025.

The board members present unanimously approved the motion. President of the Board, Dr. Kirby declared the motion carried.

WADDELL SCHOLARSHIP AWARDS FOR 2025 (Resolution#4943)

Upon the recommendation of Superintendent Bradshaw and the Waddell Scholarship Committee, it was moved by Mr. Peck and seconded by Mr. Lane to establish the total number of new Gaylord and Barbara Waddell Scholarships to be awarded in 2025 at **\$11,000.00**. Each scholarship shall be for \$1,000.00 **for one year**, 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, Dr. Kirby declared the motion carried.

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Bradshaw shared the following with the Board:

1. Waddell Scholarship Meeting, November 25, 2024 – To review projected financial forecasts to determine a recommendation to bring to the Governing Board.
2. 2024 High-Performing ESC Designation – Mr. Bradshaw shared this is the ninth year for this designation.
3. OSBA 2024 Capital Conference and OESCA Awards Program – Mr. Peck was recognized for 30 years of service. Ms. Justice received the Torch Award, and Mr. Mount was recognized for 30 years of service. Mr. Bradshaw presented his award as Mr. Mount could not attend the recognition.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

4. SOESC Superintendent Network Meeting, November 22, 2024 – Dr. Cockerill and Dr. Roades will be attending to share updates, discuss opportunities for regional collaboration, and participate in our higher educational panel.
5. SOESC/BCESC Legal Updates Seminar, December 17, 2024 – At Hopewell. These quarterly sessions are always well attended and appreciated by our districts.
6. Superintendent/Treasurer Evaluations – Please complete and return to Dr. Kirby at the December 17 meeting.
7. SOESC Mid-Year Staff Meeting, December 20, 2024 – At Hopewell. The Teaching and Learning Team will provide information regarding Artificial Intelligence, and Dr. Kathy McFarland from OSBA will also present.
8. December 17, 2024, the Governing Board Meeting will take place at the home of Dr. Kirby.

ADJOURNMENT

It was moved by Mr. Hixson and seconded by Ms. Stepp to adjourn to meet again in regular session at the home of Dr. Norma Kirby and Mr. Mitch Kirby, ^{6310 Rm}~~3610~~ State Route 41 NW, Washington C.H., Ohio, on **Tuesday, December 17, 2024, at 6:00 p.m.**


BOARD PRESIDENT


TREASURER

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2025 PERMANENT APPROPRIATIONS

FUND	OBJECT	SCC	DESCRIPTION	FY2025 APPROX												TOTAL ACCOUNT
				July	August	September	November	December	January	March	April					
001	1000	0000	SALARIES	\$ 3,954,876.00	\$ 147,150.00										\$ 4,112,026.00	
001	200	0000	FRINGE BENEFITS	\$ 2,047,504.36	\$ 26,177.00										\$ 2,073,279.36	
001	400	0000	PURCHASED SERVICES	\$ 758,009.13	\$ 1,500.00										\$ 759,509.13	
001	500	0000	SUPPLIES & MATERIALS	\$ 139,956.00											\$ 139,956.00	
001	600	0000	CAPITAL OUTLAY	\$ 34,150.00											\$ 34,150.00	
001	800	0000	OTHER OBJECTS	\$ 104,335.00											\$ 104,335.00	
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 2,044,000.00											\$ 2,044,000.00	
			GENERAL FUND TOTAL	\$ 9,282,684.43											\$ 9,282,684.43	
				OTHER FUNDS												
001	9030		TERMINATION / RETIREMENT BENEFITS FUND	\$ 20,350.53											\$ 20,350.53	
007	0000		UNCLAIMED FUNDS	\$ 63.95											\$ 63.95	
008	9271		WADDELL FUND	\$ 53,300.00											\$ 53,300.00	
019	9806		ACCESS (BESTOHD) STIPENDS FUND FY24	\$ 8,250.00											\$ 8,250.00	
019	9507		HIGHLAND COUNTY MICRO INTERNSHIPS STIPENDS FUND	\$ 850.00											\$ 850.00	
022	9245		HOPWELL CUSTODIAL FUND	\$ 5,491,611.00											\$ 5,491,611.00	
022	9500		D.A.R.E. CUSTODIAL FUND	\$ 21,713.53											\$ 21,713.53	
451	9423		K12 NETWORK SUBSIDY	\$ 1,800.00											\$ 1,800.00	
499	9016		STATE SUPPORT TEAM FY25 FUND	\$ 115,140.50											\$ 115,140.50	
499	9708		STUDENT ASSESSMENT FY25 FUND	\$ 1,290.33											\$ 1,290.33	
499	9680		ATTORNEY GENERAL SCHOOL SAFETY GRANT FY24 FUND	\$ 2,500.00	\$ 10,000.00										\$ 12,500.00	
507	9472		FAMILY ENGAGEMENT LIAISON FY24 FUND	\$ 23,589.57											\$ 23,589.57	
507	9802		EXTENDED LEARNING AND RECOVERY FY24 FUND	\$ 102,059.71											\$ 102,059.71	
507	9702		AMERICAN RESCUE PLAN-HOMELESS (ARPP) FY24 FUND	\$ -											\$ -	
516	9223		IDEA PART B FY24 FUND	\$ 47,188.57											\$ 47,188.57	
516	9234		IDEA PART B FY25 FUND	\$ 1,156,694.00											\$ 1,156,694.00	
516	9817		PARENT MENTOR FY24 FUND	\$ 557.53											\$ 557.53	
516	9818		PARENT MENTOR FY25 FUND	\$ 25,000.00											\$ 25,000.00	
516	9819		PARENT MENTOR (IDEA) FY24 FUND	\$ 1,586.48											\$ 1,586.48	
516	9820		EARLY LITERACY SSIP (IDEA) FY25 FUND	\$ 89,880.00											\$ 89,880.00	
516	9815		EARLY LEARNING DISCRETIONARY FY24 FUND	\$ 5,039.14											\$ 5,039.14	
516	9816		EARLY LEARNING DISCRETIONARY FY25 FUND	\$ 75,993.02											\$ 75,993.02	
516	9806		EARLY LITERACY SSIP FY24 FUND	\$ 1,851.23											\$ 1,851.23	
516	9807		EARLY LITERACY SSIP FY25 FUND	\$ 27,000.00											\$ 27,000.00	
516	9811		SPDG MTSS-LITERACY FY25 FUND	\$ -	\$ 13,944.32										\$ 13,944.32	
				OTHER FUNDS TOTAL												
				\$ 198,171.32	\$ 35,000.00	\$ 20,547.94	\$ 14,450.00	\$ 6,555.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	
Monthly Appropriation Changes																
GRAND TOTAL APPROPRIATIONS - ALL FUNDS				\$ 9,480,855.75	\$ 13,944.32	\$ 20,547.94	\$ 14,450.00	\$ 6,555.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 9,522,353.67

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2026 PERMANENT APPROPRIATIONS

Notes:

General Fund - Tuition Reimbursement for all staff collectively \$13,000.00
General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis

Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts

Contingencies:

General Fund - Emergency Fund - 4 months of expenses \$1,684,000.00
General Fund - Building Fund \$326,000.00 - continue to add \$26,000.00 per year, budget permitting, per 6/25/19 board direction
Hopewell General Fund - Emergency Fund - \$700,000.00
Hopewell General Fund - Building Fund \$30,000.00 - (security system, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$45,000.00

Transfers: (To be made - more information to follow)

Termination Benefits Fund - \$35,000