

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

REGULAR BOARD MEETING

SEPTEMBER 28, 2021

The Southern Ohio Educational Service Center Governing Board met on Tuesday, September 28, 2021, at 7:00 p.m. for its regular monthly meeting. Members present were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Mount, Mr. West, and Mr. Wilt, along with Rachel Meyer, Treasurer, and Beth Justice, Superintendent. The guest present was Curt Bradshaw.

Mr. Mount thanked everyone for their cards, texts, and calls for his Dad's passing.

APPROVAL OF THE MEETING AGENDA (Resolution #4437)

It was moved by Mr. Hill and seconded by Mr. West to approve the agenda as revised.

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

MINUTE APPROVAL (Resolution #4438)

It was moved by Mr. Lane and seconded by Mr. Wilt that the August 24, 2021 meeting minutes be approved as presented.

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

The meeting was opened for public participation; none was received.

SOUTHERN OHIO ESC SHARED EXPERTISE

No Shared Expertise for September.

GREAT OAKS ITCD REPORT

Mr. Lane reported that Great Oaks Board met on September 8 following the Laurel Oaks Ribbon Cutting Ceremony. Over 150 people were in attendance, as well as Gov. DeWine.

The enrollment for Laurel Oaks was shared with board members. There are 652 students enrolled. This reflects a decrease from 20-21.

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GREAT OAKS ITCD REPORT (Cont.)

Mr. Lane indicated that Mr. Snyder reported at the 9/8 meeting that there are 56 current cases of COVID out of 3,000 students; 222 are in quarantine. He also indicated that contact tracing for staff is the hardest part of COVID reporting.

Lastly, Mr. Lane reported that work is set to begin on the Equine facility.

LEGISLATIVE LIAISON REPORT

There was no report as Mr. Peck was not in attendance; however, a copy of "The Link" publication was provided in board member packets.

BOARD COMMUNICATION PLAN

Mrs. Charters reported that she would bring a draft document to the October board meeting for discussion. The draft will focus on community awareness around what the ESC board is and what it does.

APPROVAL OF EXECUTIVE SESSION (Resolution #4439)

It was moved by Mrs. Charters and seconded by Mr. Hill to take a roll call to enter into Executive Session at 7:13 p.m. to consider the appointment of a public employee or official.

A roll call vote was taken to enter into Executive Session to consider the appointment of a public employee or official. Members present and voted yes were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Mount, Mr. West, and Mr. Wilt.

The board returned from Executive Session at 7:20 p.m.

Mr. Mount indicated that at last month's board meeting, the board members acknowledged the proposal from Superintendent and Treasurer regarding their interest in retire/rehire and that they did not initiate the statutory process at that time but would like to initiate the process now.

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APPROVAL OF RESIGNATIONS (Resolution #4440)

Upon the recommendation of Board President, Mr. Mount, it was moved by Mr. Lane and seconded by Mrs. Gausman to approve the resignations of the following personnel:

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Justice, Elizabeth "Beth"	Superintendent	Certified	12/20/2021
Meyer, Rachel	Treasurer	Classified	12/20/2021

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

APPROVAL OF REEMPLOYMENT (Resolution #4441)

Upon the recommendation of Board President, Mr. Mount, it was moved by Mrs. Charters and seconded by Mr. Wilt to reemploy **Elizabeth "Beth" Justice** as Superintendent effective January 1, 2022, and comply with the requirements of Ohio Revised Code §3307.353.

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

Mrs. Meyer recused herself as Treasurer so that the following resolutions can be acted upon regarding the retire/rehire statutory process.

APPOINTMENT OF TREASURER PRO TEM (Resolution #4442)

It was moved by Mr. Hill and seconded by Mrs. Gausman to appoint Mrs. Justice to serve as the Treasurer Pro Tem to address the resolution to initiate, under Ohio law, the retirement and reemployment of a classified/non-teaching employee and other related items to the Treasurer's retirement and reemployment process.

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

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INITIATE PROCEDURES FOR THE RETIREMENT AND REEMPLOYMENT OF THE
TREASURER, A CLASSIFIED/NON-TEACHING EMPLOYEE (Resolution#4443)

It was moved by Mrs. Gausman and seconded by Mr. West to take a roll call to initiate procedures for the retirement and reemployment of classified employee **Rachel Meyer**, as prescribed by Ohio Revised Code §3309.345.

A roll call vote was taken. Members present and voted yes were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Mount, Mr. West, and Mr. Wilt. President of the board, Mr. Mount declared the motion carried.

Mrs. Meyer returned to her role as Treasurer.

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #4444)

It was moved by Mr. Wilt and seconded by Mr. West that the paid bills for the previous month be approved as presented, for a total of \$772,746.33.

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

APPROPRIATIONS MODIFICATION AND AMENDMENTS (Resolution #4445)

Upon the recommendation of Treasurer Meyer, it was moved Mr. Hill and seconded by Mrs. Gausman to approve the following appropriations and modifications as presented.

[See Minute Page #1851 - #1852]

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

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TREASURER DISCUSSION ITEMS

Fiscal Office Update:

Mrs. Meyer gave a quick update on fiscal office happenings.

- Plattenburg is well underway with our GAAP conversion. They began in July, and we are working on getting them any needed documents to complete the conversion. The Fiscal Team will have a virtual meeting with Plattenburg staff on October 4 to finalize this process.
- Mrs. Meyer attended two meetings (August 20 and September 10) with the Hopewell Executive Committee regarding the Hopewell Special Education Cooperative Agreements. The committee evaluates the funding model for these services and determines whether to leave it the same or change it to a usage service model. Currently, only a portion of these costs is billed to participating districts based upon their usage of a service. Mrs. Meyer has prepared two scenarios and has been asked to add a third. The next meeting is scheduled for October 8.

Professional Development:

- On September 8, 2021, Mrs. Meyer attended the STRS Employer Basics 101 webinar. This webinar provided information on employer pick-up.
- On September 14, 2021, Mrs. Meyer attended the Legal Updates provided by Ennis Britton. The meeting was held at the SOESC.
- On September 21, 2021, Mrs. Meyer will attend the EPC Open Enrollment meeting via Zoom. Topics to be discussed include open enrollment guidelines, Benelogic enrollment system, Wellness Program Preview, and legal considerations.
- On September 22, 2021, Mrs. Meyer will attend the STRS Employer Basics webinar. This webinar will provide information on leaves of absence and purchasing service credit.
- On September 30, 2021, Mrs. Meyer will attend the BWC Employer Update Webinar. The following items will be discussed this month: user E-accounts, experience modifiers and how they are calculated, and workplace safety.

Mrs. Meyer reminded the board that she would be on vacation during the October 26 board meeting. Mrs. Charters, with fiscal assistance from Mrs. Cochran, will provide the Treasurer Report in her absence.

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RATE OF PAY/PER DIEM FOR SUBSTITUTE TEACHERS FY2021-22: ESC (Resolution #4446)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mr. West to approve the increase of per diem for Southern Ohio ESC **Substitute Teachers** from \$100.00 to \$115.00.

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

PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4447)

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Gausman and seconded by Mr. Lane 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 are 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:

SOESC CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/Step/Rate	Contract Type	Comments
Burkhart, Lindsey	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Fender, Breanne	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Hutchins, Donald	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
O'Connor, Travis	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Pence, Drake	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Pierce, Julie	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Smith, Kelsey	Substitute Teacher	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$115.00 per diem	Certificated	SOLC
Smith, Kelsey	Truancy Officer	2021-2022	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$30 per hour	Classified	

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PERSONNEL CONTRACT AGREEMENTS: ESC (Cont.)

East Clinton Substitutes

1. Fleming, Cheyanne 2. O'Connor, Travis 3. Pierce, Julie 4. Smith, Kelsey

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

PERSONNEL CONTRACT AMENDMENTS (Resolution #4448)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mrs. Charters to approve an amendment to the following employment contract for the following personnel:

ESC Contract Amendments

Name	Position	Contract Dates	Change 1	Change 2	Comments
Carr, Timothy "TJ"	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Chaney, Jeanne	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Crowder, Angela	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Douglas, Keri	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Foster, Emily	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Frary, Amy	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Gomez, Alyssa	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Hilton, Erica	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Lindsey, JoAnne	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Marsh, Linda	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Moore, Gaye E.	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Noronha, Jane	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC

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SOESC CONTRACT AMENDMENTS (Cont.)

Name	Position	Contract Dates	Change 1	Change 2	Comments
Orchard, Christina	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Penwell-Purdin, Katie	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Peters, Mark	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Peters, Mary	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Peters, Matthew	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Pohlman, Emily	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Reilly, Robin	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Rinehart, Kameron	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Roeper, Ethel "Jean"	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Stewart, Susan Veronica	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Tong, Caleb	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Welling, John	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
White, Deborah	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
White, Nathan	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC
Young, Stephani	Substitute Teacher	2021-2022	Effective October 1, 2021, per diem rate will be \$115.00		SOLC

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

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APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #4449)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Wilt and seconded by Mr. Hill to approve the out-of-state travel for **Tracy Dendinger** to attend The National Association of Supervisors of Agricultural Education (NASAE) Conference in Indianapolis, Indiana, October 24 – October 27, 2021.

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

PERSONNEL CONTRACT AGREEMENTS: R14 (Resolution #4450)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Wilt and seconded by Mr. West 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 are 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 CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/Rate	Contract Type	Comments
Miller, Susan	Substitute Occupational Therapist	2021-2022	1 Year	As needed	No Degree on Schedule	Assistant/ Step 14/ \$39.55 per hour	Classified Substitute	
Trowbridge, Megan	Mentor Assignment	2021-2022	1 Year	As needed	No Degree on Schedule	No Schedule/ No Step/ \$500	Certified Supplemental	
Walls, Jim	SST	2021-2022	1 Year	186	Masters	MA B/ Step 10/ \$58,964.00	Retired Certificated/ Administrator	

Six board members present approved the motion with an abstention from Mr. Hill. President of the board, Mr. Mount declared the motion carried.

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PERSONNEL CONTRACT RESIGNATION: R14 (Resolution #4451)

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Charters and seconded by Mr. Hill to approve the resignation of the following personnel:

R14 Contract Resignation

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Weaver, Abbey	Team Leader for the Deaf and Hard of Hearing Team	Certificated Supplemental	06/06/2022

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the board:

1. Laurel Oaks Ribbon Cutting Ceremony – Many District Leaders, Educators, Friends, and I were in attendance and toured the state-of-the-art facility.
2. Connect and Collaborate Conference – Several employees attended. Curt Bradshaw, with representatives from Hamilton County ESC, presented a project formed by the ACCESS group.
3. 2022 Four County Board Meeting – Mark your calendar: March 22, 2022, at 6:00 p.m.
4. Southwest Regional Fall Conference – Please let Stephanie know if you would like to attend.
5. Superintendent Vacation – Mrs. Justice will be available by text and email.
6. Herron Financial Group – Mrs. Justice and Mrs. Meyer met with Rob Herron regarding insurance consortium. It never hurts to listen to ensure we are smart consumers for our employees.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

7. Clinton County Workforce Development Roundtable – Mr. Bradshaw reported that he is a Clinton County Workforce Development's Steering Committee member. The Clinton County Workforce Development Roundtable was created to collaboratively tackle the critical and multi-faceted issues surrounding the workforce by bringing together a combination of business, education, non-profit, government, and economic/community development partners throughout Clinton County. An initial group of partners has met several times since late June 2021 to identify the top challenges that the community faces regarding workforce retention and recruitment and prioritize the following steps to address those challenges.

The three focus areas that have been identified include (1) School and Community Connections, (2) Education and Training, and (3) Logistics/Addressing Barriers to Work. The School and Community Connections working group is exploring ways in which employers can better connect with local schools/educational partners and the greater community to better attract and retain local students/employees for the current and future workforce. The Education and Training working group is working to define and refine skills needed by students and adults to be successful in the workforce. Soft skills that have been identified as needing improvement include (1) dependability, (2) communication, (3) time management, (4) critical thinking, and (5) teamwork. The Logistics/Addressing Barriers to Work working group have identified the following four barriers in the community: (1) transportation, (2) childcare, (3) housing, and (4) broadband Internet. This working group is collecting data relevant to the actual needs of employees in the county related to these four barriers. The working group will then collaborate to address employees' specific needs, including creating pilot programs and/or identifying funding sources while creating new collaborations particular to each identified barrier.

These three working groups have been created to focus on the critical areas identified from the roundtable sessions. Working groups are in the process of distributing surveys to local schools and area businesses/employers. This information will help the steering committee better understand the needs and interests in partnering local employers and businesses with students and adults to enhance workforce development opportunities. The data collected from these surveys are being used to develop an online eResource Guide to share with employers, local schools, and community agencies to support workforce development opportunities for youth and adults in the community. The Workforce Development Roundtable is an initiative of the Southern Ohio ESC/Clinton County Business Advisory Council, Clinton County Port Authority, OhioMeansJobs-Clinton County, and the Wilmington-Clinton County Chamber of Commerce.

8. Mrs. Justice announced that Dr. Norma Kirby is interested in a board appointment.

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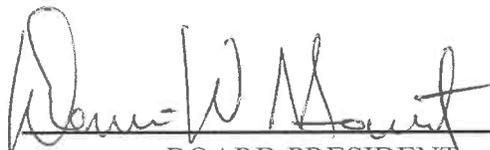
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Mr. Mount indicated he is on the Habitat for Humanity Board in Highland County. If anyone has donations they would like to make to this cause, please contact him.

ADJOURNMENT

It was moved by Mr. Hill and seconded by Mr. West to adjourn to meet again in regular session on Tuesday, October 26, 2021, at 7:00 p.m., at Southern Ohio Educational Service Center, Airborne Road, Wilmington, Ohio.



BOARD PRESIDENT



TREASURER

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2022 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 \$1,420,000.00
General Fund - Building Fund \$250,000.00 - continue to add \$25,000 per year, budget permitting, per 6/25/19 board direction
Hopewell General Fund - Emergency Fund - 3 months of expenses \$890,000.00
Hopewell General Fund - Building Fund \$30,000.00 - (security system, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$46,370.00

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

Termination Benefits Fund - \$35,000 (completed 7/31/21)