MINUTES OF THE SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

The Southern Ohio Educational Service Center Governing Board met on Tuesday, December 16, 2025, at 6:00 p.m. for its regular monthly meeting. Members present were Mr. Hixson, Dr. Kirby, Mr. Lane, Mr. Mount, Mr. Peck, Ms. Stepp, and Mr. West, along with Curt Bradshaw, Superintendent, and Rachel Meyer, Treasurer. The guests present were Ginger Hixson, Mitch Kirby, Barb Lane, Casey Enochs, Colleen Mount, Steve Stepp, and Nancy West.

APPROVAL OF THE MEETING AGENDA **(Resolution #5092)**

It was moved by Mr. Mount and seconded by Mr. Hixson to approve the agenda as revised.

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

MINUTE APPROVAL **(Resolution #5093)**

It was moved by Mr. Peck and seconded by Ms. Stepp that the November 24, 2025, meeting minutes be approved as presented.

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

The meeting was open for public participation. None received.

JANUARY 2026 ORGANIZATIONAL MEETING **(Resolution #5094)**

It was moved by Ms. Stepp and seconded by Mr. Hixson to set the January Organizational Governing Board meeting date to January 28, 2026, at 5:30 p.m. at Southern Ohio ESC, 3321 Airborne Road, Wilmington, Ohio.

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

MINUTES OF THE SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

SELECT PRESIDENT PRO TEMP **(Resolution #5095)**

It was moved by Mr. Lane and seconded by Mr. Peck to select Ms. Stepp as President Pro Temp for the January 28, 2026, Organizational Governing Board meeting.

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

SOUTHERN OHIO ESC SHARED EXPERTISE

None for December.

GREAT OAKS ITCD REPORT

Mr. Lane shared the following:

The Great Oaks Board met on Thursday, December 4, at the district office in Sharonville. The following information may be of interest to the members of the SOESC Board.

- By majority vote of the Board, the monthly meeting times will change for 2026. The committee meetings will begin at 6:00 p.m., followed by the meeting of the full Board at 7:00 p.m. Board meeting dates for 2026 will remain on the second Wednesday of the month.
- The first semester enrollment for adult trade programs was 262, with an additional 889 adults in the ASPIRE program.
- First semester school-age enrollment in satellite programs was 11,614 in junior high and senior high programs.
- Enrollment for programs at the four Great Oaks campuses for the 26-27 school year opened on November 24, with over 1100 applications filed the first day.

LEGISLATIVE LIAISON REPORT

No report for December.

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

FINANCIAL REPORTS

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

APPROVAL OF PAID BILLS **(Resolution #5096)**

Upon the recommendation of Treasurer Meyer, it was moved by Dr. Kirby and seconded by Mr. Lane that the paid bills for the previous month be approved as presented, for a total of $1,006,409.12.

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

TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- Amanda Ely and I will be sending out the third of six primary service invoices during the week of December 8.
- We'll be hosting a Treasurer Roundtable on December 11 at Hopewell. Debbie Caudle and Sarah Sterling from the Office of Budget and School Funding will lead the session, and participants will receive hands-on assistance with the Excess Cost and Threshold Cost Reimbursement process.
- Amanda is continuing to upload all payroll and benefit information into the AF Comply software. This is the system American Fidelity is using for ACA compliance services for 2025. Just as a reminder, the IRS deadline for transmitting and distributing Form 1095-C is March 31, 2026.

Professional Development:

- On December 10, 2025, the fiscal team will attend the virtual MVECA Calendar Year-End Meeting. This session will walk through updates and tips to help ensure a smooth year-end process.
- I'll be attending the Legal Updates meeting at Hopewell on December 12, where legal topics relevant to district administration will be covered.
- On December 18, I'll join the BWC Employer Update Webinar, which will cover maintaining active coverage, available grants, key dates, and provide a monthly safety tip.

MINUTES OF THE SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

APPROVAL OF REDUCTION IN FORCE **(Resolution #5097)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Stepp and seconded by Mr. Mount to approve a reduction in force pursuant to Section §3319.172 of the Ohio Revised Code and board policy GDPA for the following personnel:

REDUCTION IN FORCE

Name	Position	Contract Type	Contracted Days	Effective Date
Davis, Mikala	Educational Interpreter	Classified	182 days	12/19/2025
Tackett, Betty	Educational Interpreter	Non-Certificated/ Classified	183 days	12/16/2025

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

PERSONNEL CONTRACT AGREEMENT(S): R14/ESC **(Resolution #5098)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Lane and seconded by Dr. Kirby that the board approves employment contracts for the following personnel subject to the provision of O.R.C. §3319.02, O.R.C. §3319.08 and/or O.R.C. §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 and Workforce 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)

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/ Rate	Contract Type	Comments
Davis, Mikala	Substitute Interpreter for the Hearing Impaired	2025-2026	1 Year	As Needed	No Degree on Schedule	L/ Step 3/ $24.67 per hour	Substitute Classified	per submitted timesheets
Mason, Jaelyn	School Social Worker	2025-2026	1 Year	94 days	Master's	No Schedule/ No Step/ $26,082.00	Certificated	Miami Trace
Tackett, Betty	Substitute Interpreter for the Hearing Impaired	2025-2026	1 Year	As Needed	No Degree on Schedule	L/ Step 3/ $24.67 per hour	Substitute Classified	per submitted timesheets

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

East Clinton Substitutes

1. Flint, Madison 2. Sweetman, Noah

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

APPROVAL OF CONTRACT SERVICES **(Resolution #5099)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Mount and seconded by Mr. Hixson to approve the following service contract(s) as listed:

SERVICE CONTRACT(S)

Provider	Purchase Order	Service	Dates	Amount
OSBA	2260447	Annual Membership Dues – *Annual School Management News Subscription-Electronic Copy*	01/01/26 – 12/31/26	$4,268.00 *Subscription: $175*

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

APPROVAL OF UNPAID LEAVE OF ABSENCE **(Resolution #5100)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Lane and seconded by Dr. Kirby to approve an unpaid leave of absence request for **Olivia Rask**, for restoration of health, beginning October 22, 2025, through January 17, 2026.

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

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

WADDELL SCHOLARSHIP AWARDS FOR 2026 **(Resolution #5101)**

Upon the recommendation of Superintendent Bradshaw and the Waddell Scholarship Committee, it was moved by Ms. Stepp and seconded by Dr. Kirby to establish the total number of new Gaylord and Barbara Waddell Scholarships to be awarded in 2026 at **twenty-two.** Each scholarship shall be for $1,000.00 **for one year,** with East Clinton graduates receiving **ten,** Clinton Massie graduates receiving **six**, and Blanchester graduates receiving **six.**

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

Mr. West thanked the Committee.

APPROVAL OF UNPAID LEAVE OF ABSENCE **(Resolution #5102)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Hixson and seconded by Mr. Mount to approve an unpaid leave of absence request for **Alexis Hanes**, for the purpose of study, beginning January 12, 2026, through July 10, 2026.

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

MINUTES OF THE SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Bradshaw shared the following with the Board:

1. Thank You – Mr. Bradshaw extended a special thank you to Roger and Nancy West for the delicious pumpkin bread at the November board meeting.

2. The Waddell Scholarship Committee – Meeting held prior to the December board meeting.

3. AESA Annual Conference (December 3 – 5, 2025) – Mr. Bradshaw shared a summary for the board members of the conference he attended in early December.

4. Legal Updates Seminar Session (December 12, 2025) – Moved to virtual platform due to weather, with sixteen in attendance.

5. Superintendent and Treasurer Evaluation Forms – Mr. Bradshaw thanked board members for completing and returning their forms to Mr. West.

6. SOESC Mid-Year Staff Meeting (December 19, 2025) – Mr. Bradshaw reminded board members to let him know if they would like to attend.

7. 2026 SOESC Governing Board President – Ms. Linda Stepp will serve as President Pro-Temp at the January 2026 Organizational Governing Board meeting. If the same rotation is used as in the past, the next President would be an Adams County representative, and the Vice President would be a Clinton County representative.

8. Wilmington Real Change Podcast – Mr. Bradshaw participated in this podcast on December 11, 2025. It will be released in a couple of weeks.

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

DECEMBER 16, 2025

ADJOURNMENT

It was moved by Mr. Hixson and seconded by Mr. Peck to adjourn to meet again for the organizational meeting at Southern Ohio ESC, 3321 Airborne Road, Wilmington, Ohio, on **Wednesday, January 28, 2026, at 5:30 p.m.**

BOARD PRESIDENT

TREASURER