

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

**REGULAR BOARD MEETING**

**DECEMBER 12, 2023**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, December 12, 2023, at 6:00 p.m. for its regular monthly meeting. Members present were Ms. Gausman, Mr. Hill, Mr. Hixson, Dr. Kirby, Mr. Lane, Mr. Mount, Mr. Peck, Ms. Ruth, and Mr. West, along with Beth Justice, Superintendent. The guests present were Curt Bradshaw, Roberta Hill, Ginger Hixson, Chris Justice, Mitch Kirby, Barb Lane, Colleen Mount, Bryanne Peck, and Ken Ruth.

**APPROVAL OF THE MEETING AGENDA (Resolution #4779)**

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

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

**MINUTE APPROVAL (Resolution #4780)**

It was moved by Mr. Lane and seconded by Mr. Mount that the November 20, 2023, meeting minutes be approved as presented.

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

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

**SUPERINTENDENT AND TREASURER EVALUATIONS**

Mr. Peck asked all board members to return their completed evaluations to him to compile, and he will schedule a meeting with Ms. Justice and Ms. Meyer.

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JANUARY 2024 ORGANIZATIONAL MEETING (Resolution #4781)

It was moved by Mr. Hill and seconded by Dr. Kirby to set the January board meeting date to January 16, 2024, at 6:30 p.m. at Southern Ohio ESC, Wilmington.

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

RESOLUTION IN RECOGNITION OF THE RETIREMENT OF TRACY DENDINGER  
(Resolution #4782)

It was moved by Mr. Hill and seconded by Ms. Gausman to approve the resolution to recognize the retirement of Tracy Dendinger on December 31, 2023.

[See Minute Page #2196]

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

GREAT OAKS ITCD REPORT

Mr. Lane had no report due to the Great Oaks Board of Directors meeting the next evening after the Southern Ohio ESC Board meeting.

LEGISLATIVE LIAISON REPORT

Ms. Ruth reported a message from Representative Bob Peterson regarding HB267, "They will continue to monitor."

Ms. Ruth did not report on "The Link" due to not being received.

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**APPROVAL OF EXECUTIVE SESSION (Resolution #4783)**

It was moved by Ms. Gausman and seconded by Mr. Hill to take a roll call to enter into Executive Session at 6:15 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official licensee, or regulated individual unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

A roll call vote was taken to enter into Executive Session. Members present and voted yes were Ms. Gausman, Mr. Hill, Mr. Hixson, Dr. Kirby, Mr. Lane, Mr. Mount, Mr. Peck, Ms. Ruth, and Mr. West.

The board returned from Executive Session at 6:22 p.m.

**APPROVAL OF BOARD MEMBER FULFILLING TREASURER'S DUTIES (Resolution #4784)**

It was moved by Dr. Kirby and seconded by Ms. Ruth to have Mr. Mount fulfill the Treasurer's duties for the December 12, 2023, Governing Board Meeting.

Eight board members approved the motion with one abstention from Mr. Mount. President of the Board, Mr. Peck declared the motion carried.

**FINANCIAL REPORTS**

Mr. Mount reviewed the monthly reports with the Board.

**APPROVAL OF PAID BILLS (Resolution #4785)**

It was moved by Mr. Hixson and seconded by Dr. Kirby that the paid bills for the previous month be approved as presented, for a total of \$973,386.40.

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

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APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #4786)

It was moved by Ms. Ruth and seconded by Mr. West to approve the following appropriation modifications and amendments as presented.

[See Minute Page #2197 - #2198]

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

TREASURER DISCUSSION ITEMS

**Fiscal Office Update:**

- Last month, I informed the board that we were going through an Ohio DEW External Audit for 4 of our CARES Act Grants. During the audit payroll and non-payroll items were selected for testing. On November 28<sup>th</sup>, I received an email from Candace Pilkington, External Monitoring Supervisor of the following conclusion to our audit: *The ARP Extended Learning & Recovery, Family & Community, GEER II and Literacy FERs were reviewed with no issues.*
- Amanda Ely and I will be sending out the third of six invoices the week of December 11th for primary services.
- Amanda Ely is working to complete the uploading of all payroll and benefit information into the AF Comply software. If you recall, this software is being utilized by American Fidelity to deliver Affordable Care Act (ACA) Compliance services for 2023. Currently, the IRS has a transmission deadline of March 12, 2024, to complete and distribute IRS Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) to employees.

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TREASURER DISCUSSION ITEMS (Cont.)

**Professional Development:**

- On December 7, 2023, the entire fiscal team will attend the Calendar Year End Fiscal Meeting at MVECA. This meeting will review and provide updates/tips to help us to successfully close the calendar year.
- On December 12, 2023, I will attend the BWC Employer Update Webinar. This webinar will provide information on certificate of coverage changes, important dates and a monthly safety tip.
- On December 15, 2023, I will meet with Sarah Simpson, Trust & Development Officer, Peoples Bank for an annual review of our investment accounts.

PERSONNEL CONTRACT AGREEMENTS: R14/ESC (Resolution #4787)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman and seconded by Mr. Hixson 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)**

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/ Rate	Contract Type	Comments
Cutter, Kyle	Substitute Teacher	2023-2024	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC
Hassman, Rhonda	Substitute Teacher	2023-2024	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC
Newton, Krista	Substitute Teacher	2023-2024	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC

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East Clinton Local Substitutes

1. Cutter, Kyle                      2. Hassman, Rhonda

Great Oaks (Laurel Oaks Campus) Substitutes

1. Carter, Cassandra              2. Cutter, Kyle              3. Hassman, Rhonda  
4. Newton, Krista

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

APPROVAL OF SEVERANCE PAY (#4788)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Mr. West to approve the retirement severance payout for:

**Tracy Dendinger** at the daily rate of \$390.734 x 35 days = \$13,675.69 to be paid upon evidence of retirement, effective December 31, 2023, per board policy GCPCA and GCPCA-R.

*(Actual number of sick days will be used in calculation upon receipt of evidence of retirement)*

Resignation was approved at the November 20, 2023, board meeting.

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

APPROVAL OF OUT-OF-STATE TRAVEL (#4789)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman and seconded by Ms. Ruth to approve out-of-state travel for **Kimberly Douglas** to accompany her gifted (TAG) students on a field trip to Philadelphia/Gettysburg, PA, on May 2 – 5, 2024.

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

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**APPROVAL OF OUT-OF-STATE TRAVEL (#4790)**

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mr. Hixson to approve out-of-state travel for **Holly Burgess** to attend the SAS / EVAAS (Education Value-Added Assessment System) University to Cary, North Carolina, on March 19 – 22, 2024.

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

**APPROVAL OF DONATIONS (#4791)**

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane and seconded by Mr. Hill to approve the following donations as listed:

<b><u>Donated Item/Description</u></b>	<b><u>Donation Received from</u></b>	<b><u>Value of Donation</u></b>
Money to be used toward the creation of an art therapy program for SOLC	Blanchester Eagles 2222 c./o Katie Duncan P.O. Box 5 Blanchester, Ohio 45107	\$500.00
40 Large Pizza Boxes and miscellaneous clothing promoting sponsorship for SOLC	Terry's Grocery and Pizza c/o Bridgett Pritchard 1505 US-50 Lynchburg, Ohio 45142	\$100.00
Cleaning Supplies Ritz cheese crackers and Skittle snacks, various toys, Pencils, Headbands, and Bracelets	William and Mona George 403 Pinebluff Drive Loveland, Ohio 45140	\$215.21
Archery Backstop and Arrows	Robyn Calhoun 1053 Xenia Avenue Wilmington, Ohio 45177	\$67.98
Stand-Up Desk	Lynn Graham 5656 Wittmer Estates Drive Milford, Ohio 45150	\$47.99
Dry Erase Whiteboard and National Geographic Science Kit	Andrea Holt 8375 Selph Road Hillsboro, Ohio 45133	\$55.82

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APPROVAL OF DONATIONS (Cont.)

Flashlights, Time Activity Set, Travel board games, Puzzles, and Stand-Up Desk	Peggy Zimmerman 880 Damon Drive Washington C.H., Ohio 43160	\$133.45
Washable Markers	Carol Miller Phillips 1346 Mills of Miami Blvd. Milford, OH 45150	\$97.98
Barrels of Slime	Megan Trowbridge 9009 St Rte 350 Clarksville, OH 45113	\$19.99
Peanut Butter Crackers, Lego activity set, Connect Four game, Fidget toys, and Rubik's learn to solve bunder	Rachel Meyer 2272 Graces Run Rd Winchester, OH 45697	\$92.00
Women's socks and Stress balls	Susie Bailey 6306 Vistaridge Lane Cincinnati, OH 45227-1318	\$36.88
Frito-Lay Chips and Time Activity Set	Anonymous	\$43.32

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the Board:

1. Special Thanks – Ms. Justice thanked Mr. and Ms. West for the delicious pumpkin bread shared at the November meeting.
2. Waddell Scholarship Meeting –Ms. Justice reminded the Waddell Committee they will meet before the January board meeting at 5:45 p.m.
3. SOESC Board President for 2024 – Ms. Justice shared the rotation for the next President would be a Fayette County representative, and the Vice-President would be a Highland County representative.
4. December Success Publication – A copy is in the board packets for your review.
5. Mid-Year Staff Meeting – Ms. Justice shared the all are welcome to attend December 20, 2023, beginning at 8:30 a.m. at the Wilmington office.



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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

6. New Signage – Ms. Justice shared that the new signage was installed at the SOESC and SOLC, which makes it much easier for emergency responders and others to get to the proper door. The cost of signage was a part of the Security Grant.

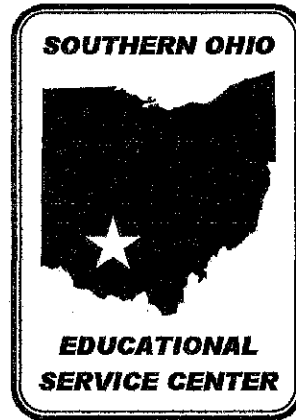
ADJOURNMENT

It was moved by Mr. Hill and seconded by Mr. Hixson to adjourn to meet again in regular session on **Tuesday, January 16, 2024, at 6:30 p.m.**, at 3321 Airborne Road, Wilmington, Ohio.

  
\_\_\_\_\_  
BOARD PRESIDENT

  
\_\_\_\_\_  
TREASURER

**Southern Ohio Educational Service Center  
Governing Board**



**Resolution**

**4782**

**December 12, 2023**

**In Recognition of Tracy Dendinger**

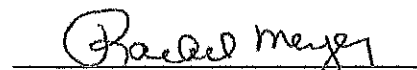
**Whereas**, Southern Ohio Educational Service Center employed Tracy Dendinger on **August 26, 2014**, and

**Whereas**, she has provided expertise, dedication, loyalty, leadership, and a commitment to excellence to Southern Ohio Educational Service Center and the client school districts of Southern Ohio Educational Service Center, and

**Whereas**, she will retire after **10 years** of service at Southern Ohio Educational Service Center,

**Therefore**, be it resolved that Southern Ohio Educational Service Center Governing Board and staff would like to express our sincere appreciation to you and wish you the best in your retirement.

  
Board President

  
Treasurer

  
Superintendent



SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2024 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 \$1,587,200.00  
General Fund - Building Fund \$300,000.00 - continue to add \$25,000.00 per year, budget permitting, per 6/25/19 board direction  
Hopewell General Fund - Emergency Fund - \$724,498.00  
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