

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

**ORGANIZATIONAL BOARD MEETING**

**January 14, 2025**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, January 14, 2025, at 6:00 pm at the Southern Ohio Educational Service Center in Clinton County for its organizational meeting. Members present were 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 Casey Enochs.

**APPROVAL OF THE MEETING AGENDA (Resolution #4951)**

It was moved by Ms. Stepp and seconded by Mr. Mount to approve the agenda as presented.

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

**MINUTE APPROVAL (Resolution #4952)**

It was moved by Mr. Hixson and seconded by Mr. Peck that the December 17, 2024, meeting minutes be approved as presented.

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

The meeting was open for public participation. None received.

**SOUTHERN OHIO ESC SHARED EXPERTISE**

There is no Shared Expertise for January due to the length of the organizational meeting.

**NOMINATION AND ELECTION OF PRESIDENT (Resolution #4953)**

Mr. West was nominated by Mr. Lane and seconded by Mr. Hixson for President of the Governing Board for 2025.

It was moved by Ms. Stepp that nominations be closed and that Mr. West be elected President.

Seven board members approved the motion with one abstention from Mr. West. President Pro Tempore of the board, Dr. Kirby, declared the motion carried.

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*The Board Members thanked Dr. Kirby for her service as Board President.*

NOMINATION AND ELECTION OF VICE PRESIDENT (Resolution #4954)

Ms. Stepp was nominated by Dr. Kirby and seconded by Ms. Ruth for Vice President of the Governing Board for 2025.

It was moved by Mr. Lane that nominations be closed and that Ms. Stepp be elected Vice President.

Seven board members approved the motion with one abstention from Ms. Sepp. President of the board, Mr. West, declared the motion carried.

APPOINTMENT OF LEGISLATIVE LIAISON

Board President Mr. West appointed Ms. Ruth to serve as the board's legislative liaison through December 31, 2025.

ESTABLISHMENT OF A SERVICE FUND (Resolution #4955)

In accordance with O.R.C. 3315.15, it was moved by Mr. Mount and seconded by Mr. Lane that the board establish a service fund in the amount of \$7,500.00 for 2025.

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

AUTHORIZATION OF THE TREASURER TO INVEST FUNDS (Resolution #4956)

It was moved by Mr. Peck and seconded by Ms. Stepp that the Treasurer shall be permitted to invest all board active and interim funds for 2025 in the best interest of the board at the Treasurer's discretion. All such investments shall be presented for board review at the next regular board meeting.

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

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**AUTHORIZATION OF THE TREASURER TO PAY BILLS (Resolution #4957)**

It was moved by Dr. Kirby and seconded by Mr. Hixson that the Treasurer be authorized to pay bills for 2025 as goods are received, or services are performed and properly invoiced. A listing of paid bills shall be submitted to the board for review at each regular monthly meeting.

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

**APPOINTMENT OF BOARD DESIGNEE (Resolution #4958)**

It was moved by Ms. Stepp and seconded by Ms. Ruth that the acting Treasurer is appointed as the board designee to attend public records training each election term as per Board Policy KBA.

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

**AUTHORIZATION OF THE SUPERINTENDENT TO TEMPORARILY EMPLOY (Resolution #4959)**

It was moved by Mr. Lane and seconded by Mr. Mount that the Superintendent be authorized to temporarily employ personnel during times when the board is not in session in 2025. Such employment will be presented for approval at the next regularly scheduled board meeting. Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

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

**AUTHORIZATION OF THE SUPERINTENDENT TO ACCEPT RESIGNATIONS (Resolution #4960)**

It was moved by Ms. Ruth and seconded by Mr. Peck that the Superintendent be authorized on behalf of the board to accept resignations that have been submitted by employees during times when the board is not in session in 2025, subject to ratification by the board; provided, however, that upon ratification by the board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

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

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AUTHORIZATION OF THE SUPERINTENDENT TO APPROVE ATTENDANCE AT PROFESSIONAL MEETINGS (Resolution #4961)

It was moved by Ms. Stepp and seconded by Dr. Kirby to authorize the Superintendent to approve attendance at in-state professional meetings for all staff members in 2025, subject to board policy DLC and DLC-R.

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

AUTHORIZATION OF THE SUPERINTENDENT TO ACT AS PURCHASING AGENT (Resolution #4962)

It was moved by Mr. Peck and seconded by Mr. Hixson that the Superintendent be authorized for 2025 to act as purchasing agent in the district with authority to contract for services, supplies, materials, and equipment within approved appropriations.

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

AUTHORIZATION OF THE SUPERINTENDENT TO APPLY FOR AND EXPEND FEDERAL MONIES (Resolution #4963)

It was moved by Dr. Kirby and seconded by Mr. Lane that the Superintendent be authorized for 2025 to receive and expend federal money within the approved appropriations.

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

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SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS (Resolution #4964)

It was moved by Ms. Ruth and seconded by Mr. Peck that the following 2025 training programs be approved for compensation per board policy BHBA along with all other pertinent events held by OSBA, OESCA, and OASBO:

<u>Program</u>	<u>Date</u>
SWOSBA/Spring Conference	March 1, 2025
OSBA/OASBO Annual Conference	April 8 -11, 2025
SWOSBA/Fall Conference	TBD
OSBA/Capital Conference	TBD

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

CALENDAR YEAR 2025 SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
GOVERNING BOARD MEETING DATES (Resolution #4965)

It was moved by Ms. Ruth and seconded by Mr. Hixson that regular governing board meetings be held on the 4<sup>th</sup> Tuesday of the month. Location for even months will be at the Southern Ohio Educational Service Center in Clinton County, and odd months at Region 14/Hopewell Center in Highland County, unless otherwise listed or announced in conformity to law.

February	25	6:30 p.m.	August	26	7:00 p.m.
March	25	6:30 p.m.	September	23	7:00 p.m.
April	22	7:00 p.m.	October	28	7:00 p.m.
May	27	7:00 p.m.	November	24	6:30 p.m.
June	24	7:00 p.m.	December	16	6:00 p.m.
July	22	7:00 p.m.			

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

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GREAT OAKS ITCD REPORT

The Great Oaks Board met at 6:30 pm this past Wednesday, January 8, 2025, at the board offices in Sharonville. The following information may be of interest to you:

- B.J. Stamper, who represents the Wilmington City School District was elected Chairman of the Board. His term is for one year, with the possibility of reelection next year.
- An Open House is scheduled at Laurel Oaks on January 30th from 5 to 7 pm. Applications for the 25-26 school year will begin on February 4th.
- The Laurel Oaks senior ceremony is set for May 15th, with the location to be determined later.
- Twenty-eight participants graduated from the GO Fire Academy in December. All or almost all are now employed by area fire departments.
- The Great Oaks Market Share Report for School Year 2024-2025 was also discussed.

LEGISLATIVE LIAISON REPORT

Ms. Ruth referenced "School Management News" since "The Link" was not available from OSBA.

**HB 250 reminder**

HB 250 was signed into law in 2024, impacting cellphone policies. The bill modified Ohio Revised Code (RC) 3313.753 to require that cellphone use by students be prohibited or heavily restricted in classrooms due to the potential for distraction and negative effect on student achievement.

The bill requires that boards of education adopt a policy that limits cellphone use during school hours and reduces cellphone distractions in classroom settings. Districts must have the policy in place no later than July 1, 2025.

The Ohio Department of Education and Workforce (ODEW) was required to release a model policy that schools could use. ODEW's model policy prohibits cellphones during school hours outside of the narrow exceptions. OSBA also created a less restrictive model policy based on HB 250's requirements. OSBA policy subscribers can access that language as part of the June 2024 issue of Policy Development Quarterly.

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APPROVAL OF EXECUTIVE SESSION (Resolution #4966)

It was moved by Mr. Hixson and seconded by Ms. Ruth to take a roll call to enter into Executive Session at 6:44 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

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

The Board returned from Executive Session at 7:16 p.m.

FINANCIAL REPORTS

Treasurer, Ms. Meyer reviewed the monthly and semi-annual reports with the board.

APPROVAL OF PAID BILLS (Resolution #4967)

It was moved by Ms. Stepp and seconded by Dr. Kirby that the paid bills for the previous month be approved as presented, for a total of \$993,507.60.

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

APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #4968)

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

[See Minute Page #2383 - #2384]

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

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TREASURER DISCUSSION ITEMS

**Financial Disclosure Forms Due May 15, 2025:**

- You should have received an email from the Ohio Ethics Commission on or about January 2nd with a link to the disclosure. Or, if you would like a paper form, please let me know, and I will get one to you. Otherwise, you can fill out and submit your form online via the link provided.

**Fiscal Office Update:**

W2 and 1099 preparation were completed on January 9, 2025.

- We will host a Treasurer Roundtable on January 30, 2025. It will be held at the Wilmington office.
- Deposit for the board contributions into the accounts of those staff enrolled in the high deductible health plan/health savings accounts will be made on January 15, 2025, payday, totaling \$54,000 for sixty-four (64) staff. If you recall, we are paying ½ now and the remainder in July 2025. The above totals also include the HRA contributions.
- I have also been providing districts with cost information on students who received services from Hopewell and/or SOESC during the 2023-2024 school year. There are two types of cost reimbursements that districts can request from ODEW:

Threshold Costs: This reimbursement is for use by school districts to submit requests for costs exceeding the threshold to educate PreK-12 students, including any with disabilities in Categories 2-6 during the 2023-24 school year. This reimbursement is available for the financially responsible district or school for any child in Categories 2, 3, 4, or 5 whose educational expenses exceeded \$27,375 and any child in Category 6 whose expenses exceeded \$32,850 in the prior fiscal year.

Categories are defined as follows:

Category 1: Speech and Language Impairments

Category 2: Intellectual Disabilities, Specific Learning Disabilities, Other Health Impaired (Minor), Developmental Delay (Preschool only)

Category 3: Deafness (Hearing impairment), Emotional Disturbance (SBH)

Category 4: Visual Impairment, Other Health Impaired (Major)

Category 5: Multiple Disabilities (Other than Deaf-Blind), Orthopedic Impairments

Category 6: Deaf-Blindness, Autism, Traumatic Brain Injury (TBI)



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**TREASURER DISCUSSION ITEMS** (Cont.)

Excess Costs: When a school district educates a special needs student who is not a resident of the district, the district may charge the district of residence "excess costs." Excess costs are defined as the cost to educate the student minus the amount of state and local funds received for educating the student.

So far, I have assisted seven (7) of our districts with the reimbursement process.

**Professional Development:**

- On January 14, 2025, I will attend the OSBA Cashless Solutions webinar, where participants will learn how credit card payments in real-time tracking and hybrid cash/card options can enhance convenience and protect funds.
- On January 14, 2025, I will attend the SERS Employer Education webinar. Outreach will discuss covered membership and how to enroll new employees.

**PERSONNEL CONTRACT RESIGNATION: R14/ESC (Resolution #4969)**

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

**R14/SOESC RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Gardner, Danielle	Student Monitor	Classified	01-06-2025

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

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APPROVAL OF SERVICE CONTRACT (Resolution #4970)

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Hixson and seconded by Mr. Mount 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>
Ohio School Boards Association	2250015 <i>2250515 AM</i>	Annual Membership Dues, Annual School Management News Subscription-Electronic Copy	01/01/25- 12/31/25	\$4,108.00

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

APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #4971)

Upon the recommendation of Superintendent Bradshaw, it was moved by Dr. Kirby and seconded by Mr. Lane to approve out-of-state travel for **Kimberly Douglas** to attend the Highland County TAG Field trip to Colonial Williamsburg, Jamestown Settlement, and Monticello in Virginia, on May 1 – 4, 2025.

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

APPROVAL OF DONATIONS (Resolution #4972)

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Ruth and seconded by Mr. Hixson to approve the donations as listed:

<u>Donated Item/Description</u>	<u>Donation Received from</u>	<u>Value of Donated Item</u>
Donation – <i>to be used by the SOLC for the Cool Critter's Project</i>	Mike Boone 311 Woodland Dr Hillsboro, OH 45133	\$250.00

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APPROVAL OF DONATIONS (Cont.)

<u>Donated Item/Description</u>	<u>Donation Received from</u>	<u>Value of Donated Item</u>
Donation – <i>to be used by the SOLC for the Cool Critter's Project</i>	Melissa Adams 12997 St Rte 136 West Union, OH 45693	\$20.00
Donation – <i>to be used by the SOLC for the Cool Critter's Project</i>	Stephanie Huber PO Box 447 Lynchburg, OH 45142	\$20.00
Donation – <i>to be used by the SOLC for the Cool Critter's Project</i>	Curt Bradshaw 221 Gurneyville Rd Wilmington, OH 45177	\$50.00

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Bradshaw shared the following with the board:

1. SOESC Mid-Year Staff Meeting – on December 20, 2025 at Hopewell.
2. School Board Member Appreciation Month – Mr. Bradshaw thanked the board members for their service.
3. Four-County Board Meeting – SOESC will host in 2026.
4. Harassment, Intimidation, and Bullying Report – Included in packet for reference.
5. Thank You – to Dr. and Mr. Kirby for hosting the board meeting in December.
6. SOESC Superintendent Network Meeting – on January 17, 2025 at Hopewell.
7. Governing Board Contact Info Sheet – Included in board packet, please review.
8. Finance Board Work Session – June 17 or 18, from 1:00 to 4:00 p.m. Actual date TBD closer to June.
9. Terms of SOESC Governing Board Members – Included in packets for reference.
10. Wilmington College – SOESC has entered into an agreement to help teach three courses this spring.

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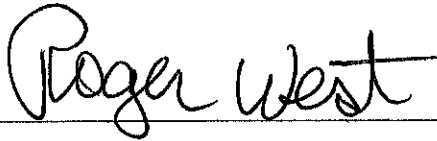
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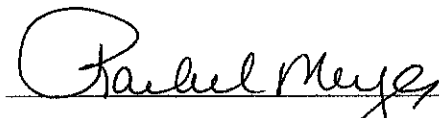
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ADJOURNMENT

It was moved by Ms. Ruth and seconded by Mr. Hixson to adjourn to meet again in regular session on February 25, 2025, at 6:30 pm at Southern Ohio Educational Service Center, 3321 Airborne Road, Wilmington.



BOARD PRESIDENT



TREASURER

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2025 PERMANENT APPROPRIATIONS

FUND	OBJECT	SCC	DESCRIPTION	FY2025 APPROP												TOTAL ACCOUNT
				July	August	September	November	December	January	March	April					
001	100	0000	SALARIES	\$ 3,984,876.00	\$ 147,150.00	\$ 10,000.00									\$ 4,132,026.00	
001	120	0000	FRINGE BENEFITS	\$ 2,047,504.36	\$ 28,177.00	\$ 5,997.84									\$ 2,079,279.30	
001	400	0000	PURCHASED SERVICES	\$ 758,005.13	\$ 1,500.00	\$ 4,950.00	\$ 4,450.00			\$ 1,014.69					\$ 769,923.82	
001	600	0000	SUPPLIES & MATERIALS	\$ 139,985.00											\$ 139,985.00	
001	800	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												\$ 8,283,695.12	
			OTHER FUNDS													
001	9090		TERMINATION/RETIREMENT BENEFITS FUND	\$ 20,350.53											\$ 20,350.53	
007	10000		UNCLAIMED FUNDS	\$ 63.95											\$ 63.95	
008	9271		WADDELL FUND	\$ 53,300.00											\$ 53,300.00	
019	9906		ACCESS (BESTOHIO) STIPENDS FUND FY24	\$ 8,250.00											\$ 8,250.00	
019	9907		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	9017		STATE SUPPORT TEAM FY25 FUND	\$ 115,140.50											\$ 115,140.50	
499	9018		STATE SUPPORT TEAM FY24 FUND	\$ 1,290.33											\$ 1,290.33	
499	9708		STUDENT ASSESSMENT FY25 FUND	\$ 2,500.00	\$ 10,000.00										\$ 12,500.00	
499	9860		ATTORNEY GENERAL SCHOOL SAFETY GRANT FY24 FUND	\$ 23,589.57											\$ 23,589.57	
507	9472		FAMILY ENGAGEMENT LIAISON FY24 FUND	\$ 182,069.71											\$ 182,069.71	
507	9602		EXTENDED LEARNING AND RECOVERY FY24 FUND	\$ 47,188.57											\$ 47,188.57	
516	9702		AMERICAN RESCUE PLAN/HOMELESS (ARRP) FY24 FUND	\$ 1,156,694.00											\$ 1,156,694.00	
516	9233		IDEA PART B FY24 FUND	\$ 557.53											\$ 557.53	
516	9234		IDEA PART B FY25 FUND	\$ 25,000.00											\$ 25,000.00	
516	9817		PARENT MENTOR FY24 FUND	\$ 1,586.48											\$ 1,586.48	
516	9818		PARENT MENTOR FY25 FUND	\$ 98,880.00											\$ 98,880.00	
516	9919		EARLY LITERACY SSIP (IDEA) FY24 FUND	\$ 5,039.14											\$ 5,039.14	
516	9920		EARLY LITERACY SSIP (IDEA) FY25 FUND	\$ 1,857.23											\$ 1,857.23	
587	9516		EARLY LEARNING DISCRETIONARY FY24 FUND	\$ 27,000.00											\$ 27,000.00	
587	9516		EARLY LEARNING DISCRETIONARY FY25 FUND	\$ 75,933.02											\$ 75,933.02	
587	9616		EARLY LITERACY SSIP FY24 FUND	\$ 1,851.23											\$ 1,851.23	
587	9616		EARLY LITERACY SSIP FY25 FUND	\$ 27,000.00											\$ 27,000.00	
599	9511		SPDG MTSS-LITERACY FY25 FUND	\$ 13,344.32											\$ 13,344.32	
			OTHER FUNDS TOTAL	\$ 198,171.32	\$ 35,000.00	\$ 20,547.94	\$ 14,450.00			\$ 1,014.69					\$ 243,683.41	
			Monthly Appropriation Changes													
			GRAND TOTAL APPROPRIATIONS - ALL FUNDS	\$ 8,481,866.44	\$ 38,500.00	\$ 20,547.94	\$ 14,450.00			\$ 1,014.69					\$ 8,526,379.07	

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2025 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 \$1,884,000.00  
General Fund - Building Fund \$325,000.00 - continue to add \$25,000.00 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