

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

REGULAR BOARD MEETING

JULY 26, 2022

The Southern Ohio Educational Service Center Governing Board met on Tuesday, June 28, 2022, at 7:00 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 Rachel Meyer, Treasurer, and Beth Justice, Superintendent. The guests present were Shelley Bailey and Curt Bradshaw.

Ms. Justice provided and update on the status of Mr. Paul Osborne.

APPROVAL OF THE MEETING AGENDA (Resolution #4573)

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

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

MINUTE APPROVAL (Resolution #4574)

It was moved by Mr. Lane and seconded by Dr. Kirby that the June 28, 2022, meeting minutes be approved as presented.

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

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

SOUTHERN OHIO ESC SHARED EXPERTISE

Ms. Shelley Bailey, attended the board meeting as a guest to thank the board for their consideration of her personnel contract agreement as the new Director/Principal of the Southern Ohio Learning Center and provided background information about herself.

GREAT OAKS ITCD REPORT

Mr. Lane reported that the Great Oaks board met on July 13, 2022, at the office in Sharonville with 27 of 35 members present. He also mentioned that 13 of the 35 members are appointed and not elected.

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GREAT OAKS ITCD REPORT (Cont.)

He indicated that Laurel Oaks will have new leadership with the promotion of Kevin Abt to HR. Andy McCool will be the new Dean of Instruction. There will be two Assistant Deans: Shea Havens-White and Jillian Richmond. Classes at Laurel Oaks begin on August 12 for juniors and August 15 for all others. He also reported that Laurel Oaks will have 18 programs; 14 of which are full or beyond capacity. Laurel Oaks has 608 students, which is second in attendance area. Attendance at the other campuses is as follows: 840 students - Scarlett Oaks, 579 students - Live Oaks and 553 students - Diamond Oaks.

Mr. Lane also reported that Ben Vanhorn, CFO will retire in December 2022. A search has begun for this replacement. Lastly, Mr. Lane reported that there is not any new information regarding the unionization of teachers.

LEGISLATIVE LIAISON REPORT

Mr. Hixson reported on information provided in "The Link."

President signs bill extending certain provisions of the child nutrition waiver

President **Joe Biden** signed S. 2089, the Keep Kids Fed Act, which continues certain waivers that were set to expire on June 30, 2022. The Keep Kids Fed Act will extend summer 2022 food flexibilities by allowing schools to continue with meal delivery, grab-and-go options, non-congregate options and eligibility for all students, regardless of the student's household income. Additionally, the bill addresses child nutrition for the upcoming school year by increasing reimbursement rates and providing flexibility on compliance with meal pattern and nutrition standard requirements. Unlike the 2022 summer food program, the bill does not extend provisions to allow all children to be eligible for free meals during the 2022-23 school year. Instead, the bill allows students eligible for reduced-price meals to receive free meals, and it increases the federal reimbursement for those meals.

Legislation recently signed into law

HB 583, which extends the current temporary flexibility for school districts regarding the educational requirements of substitute teachers until June 30, 2024; establishes a voluntary tutoring and remedial instruction program that public schools and chartered nonpublic schools could choose to participate in by notifying the coordinating educational service center; makes technical corrections to the school-funding formula that was implemented in HB 110; delays until the 2023-24 school year the screening of all students in grades K-three and serving students identified as having dyslexia or dyslexic tendencies but allows districts to start screening students earlier, among other dyslexia law changes.

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LEGISLATIVE LIAISON REPORT (Cont.)

Mr. Hixson also reported that, per a Capital Square Report; ODH has reported that COVID cases are up and have been going up each week. Mrs. Justice indicated that weekly meetings are to begin again with area Health Departments due to this rise in COVID cases.

FINANCIAL REPORTS

Ms. Meyer reviewed the monthly reports with the Board.

APPROVAL OF PAID BILLS (Resolution #4575)

Upon the recommendation of Treasurer Meyer, it was moved by Ms. Ruth and seconded by Ms. Gausman that the paid bills for the previous month be approved as presented, for a total of \$985,138.55.

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

APPROVAL OF PAID INVESTMENTS (Resolution #4576)

Upon the recommendation of Treasurer Meyer, it was moved by Dr. Kirby and seconded by Mr. West that the following investments be approved as presented.

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
7/11/2022	Waddell	National Financial Services/US Treasury Note	10/15/2024	0.625%	\$94,638.00
7/11/2022	Waddell	National Financial Services/US Treasury Note	03/31/2024	2.250%	\$98,572.00
7/12/2022	Waddell	Ally Bank CD	01/07/2025	3.200%	\$99,658.00
7/13/2022	Waddell	Capital One Bank Nat CD	07/15/2024	3.200%	\$100,000.00
7/11/2022	General	National Financial Services/US Treasury Note	10/15/2024	0.625%	\$189,246.00
7/12/2022	General	Ally Bank CD	01/07/2025	3.200%	\$244,167.00
7/12/2022	General	Capital One Bank Nat CD	07/07/2025	3.400%	\$169,498.00

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

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TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- We are officially in FY 2023! We successfully completed the steps necessary to close fiscal year 2022 on July 6th. A BIG THANK YOU to Rhonda and Amanda for a job well done!
- Amanda has been assisting Blanchester with their payroll as they have an employee off work due to illness.
- The fiscal team will participate in new employee orientations on July 7, August 3 and August 8.
- We successfully completed the steps necessary to deposit the board contributions into the accounts of those staff enrolled in the high deductible health plan/health savings accounts. Deposits for forty-nine (49) staff totaling \$41,250 was made on the July 15th payday. If you recall, we paid ½ in January with the remainder this month.
- Mileage forms for June are included in your packets. Please return them to me at the board meeting. The IRS mileage rate increased to .625 per mile beginning 7/1/22. Completing the June forms now will allow us to go ahead and make payment and start new forms beginning July 1 with the new IRS rate.

Professional Development:

- On July 12, I will attend the BWC Employer Update Webinar. This month there will be discussion on viewing and updating policy information, annual employer true-up, fraud, red flags and other important updates.
- On July 19, I will attend the MVECA Redesign Budgeting Training webinar where participants will learn helpful tools and tips on utilizing the proposed/scenario budgeting options in the redesign software.
- On July 27, I will attend a training session at the EPC office in Vandalia regarding FMLA and HIPAA. Participants will be provided with real life FMLA issues that companies encounter each day and be offered practical advice in dealing with complex situations. We will also be provided with HIPAA rules surrounding the administration of our health plan including what we need to do to protect information and what needs to occur if there is a breach of information.

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PERSONNEL RESIGNATIONS: ESC (Resolution #4577)

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

ESC RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Contract type</u>	<u>Effective date</u>	<u>Comments</u>
Carman, Tyler	Paraprofessional	Classified	07/22/2022	SOLC
Haskins, Juliene	Director/Principal of SOLC	Certificated	07/10/2022	
Hughes, Ronda	Intervention Specialist	Certificated	07/15/2022	SOLC

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

PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4578)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Peck and seconded by Ms. Ruth 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:

ESC CONTRACT AGREEMENTS

<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>
Adams, Kimberly K.	Director of Teaching and Learning	2022 -2023	1 Year	44	Masters	MA B, Step 19/ \$16,476	Certificated Supplemental	

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ESC CONTRACT AGREEMENT(S) (Cont.)

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/ Rate	Contract Type	Comments
Bailey, Shelley	Principal/Director of SOLC	2022-2023	1 Year	204	Masters	MA B/ Step 25/ \$80,428	Certified Administer	SOLC
Barnhart, Summer	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Bradshaw, Curt	Director of Teaching and Learning	2022-2023	1 Year	44	Masters	MA B, Step 13/ \$15,604	Certificated Supplemental	
Burkhart, Lindsey	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Carman, Tyler	Substitute Teacher	2022-2023	1 Year	184	Bachelor's	BA A/ Step 0/ \$37,604	Certificated	SOLC
Cochran, Keri	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Foster, Emily	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Howell, Jenni	LPDC Committee	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$15.00 per hour	Certificated Supplemental	
Howell, Jenni	SOLC Co-Curriculum Lead	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$1,000.00	Certificated Supplemental	
Joseph, Bonnie	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Lawson, Felicia	Student Monitor	2022-2023	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$14.35 per hour	Classified	ACOV
Lindsey, Joanne	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Miller, Diana	SOLC Co-Curriculum Lead	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$1,000.00	Certificated Supplemental	
Noronha, Jane	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Peters, Mark	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Pohlman, Emily	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Purcell-Nawrocki, Sherry	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC

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ESC CONTRACT AGREEMENT(S) (Cont.)

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/ Rate	Contract Type	Comments
Reilly, Robin	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Smith, Kelsey	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Taylor, Melanie	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Tedrick, Ethel "Jean"	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Walker, Tara	Social Worker	2022-2023	1 year	184 days	No Degree on Schedule	No Schedule/ No Step/ \$53,000	Certificated	Miami Trace Local
Webb, Regina	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC
Young, Stephani	SOLC Substitute Teacher	2022-2023	1 year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC

East Clinton Substitutes

- | | | |
|-----------------------|-----------------------|---------------------------|
| 1. Allen, Kimberly | 13. Justice, Paulette | 25. Smith, Kelsey |
| 2. Barnhart, Summer | 14. Kincaid, Penelope | 26. Snodgrass, Amber |
| 3. Bloom, Lindsay | 15. Lindsey, JoAnne | 27. Snowball, William |
| 4. Carr, Sheri | 16. Malloy, Tara | 28. Taylor, Melanie |
| 5. Cook, Belinda | 17. Marsh, Linda | 29. Tedrick, Ethel "Jean" |
| 6. Dean-Garnai, Julie | 18. Myers, Sylvia | 30. Terrell, Erica |
| 7. Douglas, Keri | 19. Neumann, Jessica | 31. Waits, Rebecca |
| 8. Flieman, Kenneth | 20. Noronha, Jane | 32. Wiseman, Sharon |
| 9. Fluent, Ashley | 21. Peters, Mark | 33. Woodell, Margaret |
| 10. Gerber, Regina | 22. Ramirez, Janine | 34. Wright, Linda |
| 11. Hatch, Teresa | 23. Roe, Tina | 35. Young, Stephani |
| 12. Hughes, Heather | 24. Seaman, Mekenzie | |

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

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PERSONNEL CONTRACT AMENDMENTS (Resolution #4579)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hixson and seconded by Mr. West that the board approves employment contract amendments for the following personnel:

ESC CONTRACT AMEMDENTS

<u>Name</u>	<u>Position</u>	<u>Contract Dates</u>	<u>Change 1</u>	<u>Change 2</u>	<u>Comments</u>
Adams, Kimberly K.	Director of Teaching and Learning	2022 - 2023 SY	from MA C Salary Schedule, Step 19 Masters to MA B Salary Schedule, Step 19 Masters	# of workdays from 248 days to 204 days	Salary from \$91, 656 to \$76, 388
Bradshaw, Curtis	Director of Teaching and Learning	2022 - 2023 SY	from MA C Salary Schedule, Step 13 Masters to MA B Salary Schedule, Step 13 Masters	# of workdays from 248 days to 204 days	Salary from \$86, 809 to \$72, 348
Cochran, Rhonda	Accounts Payable	2022 - 2023 SY	Hourly Rate from Schedule N, Step 11 (\$30.50), to Schedule N, Step 13 (\$32.64)		Retroactive to 07/01/2022
Ely, Amanda	Payroll	2022 - 2023 SY	Hourly Rate from Schedule N, Step 11 (\$30.50), to Schedule N, Step 13 (\$32.64)		Retroactive to 07/01/2022
Huber, Stephanie	Admin. Assistant	2022 - 2023 SY	Hourly Rate from Schedule N, Step 11 (\$30.50), to Schedule N, Step 13 (\$32.64)		Retroactive to 07/01/2022
Ludwick, Jennifer	Admin. Assistant	2022 - 2023 SY	Hourly Rate from Schedule N, Step 11 (\$30.50), to Schedule N, Step 13 (\$32.64)		Retroactive to 07/01/2022
Oborne, Paul	Technician	2022 - 2023 SY	Hourly Rate from No Schedule (\$24.43), to No Schedule (\$30.00)		Retroactive to 07/01/2022
Reed, Taylor	Admin. Assistant	2022 - 2023 SY	Hourly Rate from No Schedule (\$24.08), to Schedule N, Step 7 (\$26.22)		Retroactive to 07/01/2022

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

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APPROVAL OF PROVIDER CONTRACTS (Resolution #4580)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Ms. Gausman to approve the following provider contracts as listed:

SOESC PROVIDER CONTRACTS

<u>Client</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
Western Brown Local	Contract for Services	7/1/2022 - 6/30/2023	\$ 114,472.62

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

APPROVAL OF REGION 14/SOESC EMPLOYEE HANDBOOK (Resolution #4581)

Upon the recommendation of Superintendent Justice, it was moved by Dr. Kirby and seconded by Mr. Hixson to approve the Region 14/Southern Ohio ESC Employee Handbook *with the correction recommendations from board members* for the 2022-23 SY.

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

APPROVAL OF SOUTHERN OHIO LEARNING CENTER STUDENT-PARENT HANDBOOK (Resolution #4582)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman and seconded by Mr. Hixson to approve the Southern Ohio Learning Center Student-Parent Handbook as presented for the 2022-23 SY.

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

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APPROVAL OF DONATIONS (Resolution #4583)

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

<u>Donated Items/Descriptions</u>		<u>Donation Received From</u>
3 Square Tables	2 Plastic Chairs	Clinton County Facility Services Jeff Williams, Manager 1025 S. South Street Wilmington, Ohio 45177 937-382-1039
4 Office Chairs	2 Desks	
3 Podium Table-Toppers	2 Bookshelves	
1 Hole-punch	1 Dart Board with Plastic Darts	
4 Paper Organizers	1 Drawer Organizer	
1 Bulletin Board	2 Four-Drawer File Cabinet	
1 Foot-rest		

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

PERSONNEL RESIGNATIONS: R14 (Resolution #4584)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Ruth and seconded by Mr. Mount to approve the resignations of the following personnel:

R14 RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Contract type</u>	<u>Effective date</u>	<u>Comments</u>
Dunn, Angela	SST Consultant	Certified Administrator	07/11/2022	
Huff, Kelly	Itinerant/Teacher D/HH	Certificated	07/22/2022	
Lawson, Felicia	Educational Interpreter	Classified	07/14/2022	

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

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PERSONNEL CONTRACT AGREEMENTS: R14 (Resolution #4585)

Upon the recommendation of Superintendent Justice, it was moved by Mr. West and seconded by Dr. Kirby 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 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>
Chambers, Guy	Administrative Assistant	2022-2023	1 Year	As Needed	No Degree on Schedule	Schedule N/ Step 4/ \$23.02 per hour	Classified	
Mullenix, Heather	SST Consultant	2022-2023	1 Year	204 Days	Master's	Schedule B/ Step 20/ \$78,408	Certificated	
Music, Monica	SST Consultant	2022-2023	1 Year	204 Days	Master's	Schedule B/ Step 17/ \$76,338	Certificated	
Villars, Teena	Interpreter	2022-2023	1 Year	185 Days	No Degree on Schedule	Interpreter/ Step 11/ \$27.45 per hour	Certificated	½ time at Massie ½ time for HI

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

PERSONNEL CONTRACT AMENDMENTS: R14 (Resolution #4586)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman and seconded by Mr. Hixson that the Board approves employment contract amendments for the following personnel:

R14 CONTRACT AMENDMENTS

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Change 1</u>	<u>Change 2</u>
Armstrong, Paula	Occupational Therapist	2022-2023SY	from Related M Salary Schedule, Step 10 to Related M Salary Schedule, Step 12	Change contract amount from \$83,589 to \$86,066
Hutchinson, Patricia	Itinerant Teacher for Deaf/Hard of Hearing	2022-2023SY	from Itin M Salary Schedule, Step 7 to Salary Schedule Visual M, Step 5	Change base salary contract amount from \$54,935 to \$56,616
Hutchinson, Patricia	Itinerant Teacher for Deaf/Hard of Hearing	2022-2023SY	from Itin M Salary Schedule, Step 7 to Salary Schedule Visual M, Step 5	Change supplemental contract amount for 8 days from \$2,388 to \$2,462

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the Board:

1. R14/SOESC Opening Day – Ms. Justice invited all board members to attend Opening Day Meeting, on August 12, from 8:30 a.m. to 12:00 p.m. at Good News Gathering, Hillsboro, Ohio.
2. Bullying Report – Ms. Justice shared the document that there was no bullying to report.
3. Thank You Notes – Ms. Justice shared the nice notes from some 2022 scholarship recipients with board members.
4. Sunshine Law – Ms. Justice included a document in the board packets for their reference.
5. Shane Breckel – Ms. Justice shared with the board members that there is no new information and no plans for redistricting decisions at this time that has been received from the Board of Elections to be on the November ballots this year.
6. Added Contract – Ms. Justice shared with board members that Kimberly Douglas will provide Truancy Services for Hillsboro City for the 2022-23 SY.

ADJOURNMENT

It was moved by Mr. Hixson and seconded by Mr. West to adjourn to meet again in regular session on **Tuesday, August 23, 2022, at 7:00 p.m.**, at 3321 Airborne Road, Wilmington, Ohio 45177.

Board Members are asked to arrive at 6:30 p.m. for a meet/greet of new employees.



BOARD PRESIDENT



TREASURER