

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

REGULAR BOARD MEETING

NOVEMBER 21, 2022

The Southern Ohio Educational Service Center Governing Board met on Monday, November 21, 2022, at 6:30 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 Curt Bradshaw, Bret Malone, and Debbie Mickey.

APPROVAL OF THE MEETING AGENDA (Resolution #4625)

It was moved by Mr. Peck and seconded by Mr. Hixson 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 #4626)

It was moved by Ms. Gausman and seconded by Mr. Mount that the October 25, 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. Mickey presented a website that she began developing in 2020. The website (Supporting Your Child's Literacy Growth) is aimed towards parents and is divided into sections by age group (birth – 2 yrs; preschool – 3 to 5 yrs and K – 2nd grade). Each section has age-appropriate videos, resources, and a list of activities. There is also a place for parents to leave comments and/or suggestions.

The website will adapt to smartphone viewing and is currently being shared by Manchester Local School District, Fayette County Head Start, Region 14 SST, SOESC, libraries, and on social media platforms.

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APPOINTMENT TO GREAT OAKS CAMPUSES GOVERNING BOARD (Resolution #4627)

It was moved by Mr. Peck and seconded by Ms. Ruth to approve the appointment of **Rodney Lane** to the Great Oaks Campuses Governing Board for a three-year term of office to commence on January 1, 2023, and expire on December 31, 2025.

[See Minute Page #2024]

Eight board members present approved the motion with one abstention from Mr. Lane. President of the Board, Mr. Hill, declared the motion carried.

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

GREAT OAKS ITCD REPORT

Mr. Lane reported that the Great Oaks board met on November 9, 2022, with all thirty-five board members present.

Next, he reported the following:

Laurel Oaks has the highest retention percentage coming in at 99.6%. He also shared the Catalog of Great Oaks Career Planning. Thirty-one (31) of the thirty-five (35) districts participating at Great Oaks have satellite programs.

Next, he stated that the Great Oaks Professional Organization wishes to negotiate; and lastly, he reported that health insurance rates will increase by 17.9% in 2023.

LEGISLATIVE LIAISON REPORT

Mr. Hixson reported on information provided in "The Link" and reviewed the following November ballot issues indicating that 73% of all levies passed, including the following:

- 85% of park levies passed
- 18 out of 19 public library levies passed
- All senior living services (19) passed
- All children services (7) passed

He also reported that Gov. DeWine and ODOT announced \$121M of traffic safety projects. The money will be spent on creating roundabouts, safer pedestrian crossings, and other safety updates.

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FINANCIAL REPORTS

Ms. Meyer reviewed the monthly reports with the Board.

APPROVAL OF PAID BILLS (Resolution #4628)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Lane and seconded by Mr. Hixson that the paid bills for the previous month be approved as presented, for a total of \$880,446.40.

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

APPROPRIATION MODIFICATION AND AMENDMENTS (Resolution #4629)

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

[See Minute Page #2025 - #2026]

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

TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- **Travel Reimbursement Forms** - Board members must sign their travel forms. They are included in your packet. Please sign and return them to me at the board meeting. Payments will be made in December.
- **GAAP Financial Statements:** I spoke with Jeremy Snellgrove of Plattenburg on November 10, and he indicated that our GAAP financial statements will be made on or before November 18 and that our annual financial reports will be filed on the AOS Hinkle Filing System by the November 28th deadline.

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TREASURER DISCUSSION ITEMS (Cont.)

NOTE: Auditor of State (AOS) Hinkle Filing System: Ohio law (ORC 117.38) requires that local public offices file their annual financial reports with the AOS. Further, OAC117-2-03(B) requires all counties, cities, school districts, educational service centers and community schools, and government insurance pools to prepare their financial report pursuant to GAAP. Unless an extension has been approved by the AOS, entities filing on a GAAP basis have 150 days (November 30th for our ESC) following the end of their fiscal year to submit their financial statements to the AOS. An entity failing to comply with the mandated basis of accounting and/or the filing requirements may be subject to non-compliance with citations and penalties established by the ORC.

GAAP – Generally Accepted Accounting Principles - incorporates components to eliminate misleading accounting and financial reporting practices. The components create consistent accounting and reporting standards, providing reliable methods for evaluating an organization’s financial standing. Without GAAP, accountants could use misleading methods to paint a deceptive picture of an organization’s financial standing.

- **Single Audit** - I was informed on October 26, 2022, by Michael Kiser, Audit Manager, from the Auditor of State’s office that our FY2022 single audit has begun. The entire fiscal team has already been providing the requested documents.

Professional Development

- On November 8, 2022, I attended the BWC Update webinar. This webinar provided information about other state coverage and working out of state, the estimated annual premium, and BWC website updates.
- On November 17, 2022, I will attend the MVECA Assembly Meeting. The meeting will be held in person at the Yellow Springs office. Topics include fee discussion, project and business development updates, and staffing updates.
- On November 30, 2022, Amanda and I will attend the 2022 ACA Reporting Timeline webinar by American Fidelity Administrative Services. The webinar will outline the reporting timeline from set up to 1095-C Form completion and mailing to employees to transmission to the IRS.

Ms. Meyer thanked Mr. Mount and Ms. Cochran for filling in for her at the October Meeting.

Mr. Hill indicated that Ms. Cochran did a thorough job.

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PERSONNEL RESIGNATION(S): ESC (Resolution #4630)

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

ESC RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>	<u>Comments</u>
Slusher, Maranda	Student Monitor	Classified	10/27/2022	ACOV - Peebles
Unger, Mandy	Student Monitor	Classified	11/18/2022	

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

PERSONNEL CONTRACT AGREEMENT(S): ESC (Resolution #4631)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman 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:

ESC 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>
Bradshaw Curt	Assistant Superintendent	2022- 2023	1 year	As Needed	Masters	No Schedule/ No Step/ \$4,398.00	Certificated Supplemental	Effective January 1, 2023
Stauffer, Kimberly	Educational Health Aide	2022- 2023	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$33.67 per hour	Classified	Per Submitted timesheets
McDaniel, Lauren "Zoe"	Substitute Teacher	2022- 2023	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC

East Clinton Substitute(s)

- | | | |
|--|---|--|
| 1. Cockerill, Callynee (Temp. License) | 2. D' Aurizio, Kristenn (Temp. License) | 3. Pinkerton, Emily (Temp. License) |
| 4. Roberts, Greg (Temp. License) | 5. Vincent, Jo Anne | 6. Walterhouse, Loreen (Temp. License) |

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

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PERSONNEL CONTRACT AMENDMENT(S): ESC (Resolution #4632)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Gausman and seconded by Mr. Hixson to approve an amendment to the following employment contract(s) for the following personnel:

ESC CONTRACT AMENDMENT(S)

<u>Name</u>	<u>Position</u>	<u>Contract Dates</u>	<u>Change 1</u>	<u>Change 2</u>	<u>Comments</u>
Adams, Kimberly A.	Director of Teaching and Learning	2022-2023	Increase salary from \$3,429.00 (MA B Step 10) to \$6,824.00 (MA B Step 10)	Increase workdays from 10 days to 21 days	Per submitted timesheets
Bradshaw, Curt	Director of Teaching and Learning	2022-2024	Change Director of Teaching and Learning title to Assistant Superintendent		Effective January 1, 2023

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

APPROVAL PAYMENT OF SEVERANCE PAY (Resolution #4633)

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

Janet Yahle at the rate of \$7,472.50 for sick days (205 estimated days through 12/31/22) x .25 = 35 days (max allowable) x \$30.50 per hour x 7 hr/day), to be paid upon evidence of retirement, effective December 31, 2022, per board policy GDPCA and GDPCA-R.

*(Actual number of sick days will be used in calculation upon receipt of evidence of retirement) *Resignation approved at the 10/25/22 board meeting*

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

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PERSONNEL RESIGNATION(S): R14 (Resolution #4634)

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

R14 RESIGNATION(S)

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Fischer, Jim	Maintenance Manager	Classified	01/31/2023
Walls, Jim	SST Consultant	Certified	12/31/2022

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

PERSONNEL CONTRACT AGREEMENT(S): R14 (Resolution #4635)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Peck 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 CONTRACT AGREEMENT(S)

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/Step/Rate	Contract Type
Thoroman, Jennifer	Substitute OT	2022-2023	1 year	As Needed	Masters	No Schedule/ No Step/ \$301.70 per diem	Certificated Supplemental

Eight board members present approved the motion with one abstention from Ms. Ruth. President of the Board, Mr. Hill, declared the motion carried.

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APPROVAL OF UNPAID LEAVE OF ABSENCE REQUEST (Resolution #4636)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane and seconded by Dr. Kirby to approve an unpaid leave of absence request for **Lacey Collins** from January 16, 2023, to June 5, 2023.

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the Board:

1. High Performing ESC Designation – Ms. Justice stated that this is the seventh year in a row.
2. BAC Meeting's Update – Ms. Justice updated the board.
3. Superintendent/Treasurer Evaluations – Please return to Mr. Hill at the December meeting.
4. In Appreciation, Cynthia Saylor – Ms. Justice shared a thank you note with the board.
5. December Meeting – Being held at the home of Mr. Hill, bring a covered dish, and spouses are welcome.
6. Security Grant – No update on the approval status for the \$100,00 grant.

Ms. Justice wished everyone a Happy Thanksgiving and safe travels.

Mr. Bradshaw thanked the board for this opportunity.

ADJOURNMENT

It was moved by Mr. Peck and seconded by Ms. Gausman to adjourn to meet again in regular session on December 13, 2022, at the home of Mr. Roy and Roberta Hill, 13646 St. Rt. 136, West Union, Ohio, 43693.



BOARD PRESIDENT



TREASURER

**Resolution of Appointment To
Great Oaks Career Campuses Governing Board**

1. WHEREAS Great Oaks Career Campuses ("Great Oaks") Joint Vocational School District ("JVSD") has a vacancy on its board;
2. WHEREAS Southern Ohio Educational Service Center is a member of the Great Oaks Career Campuses JVSD and is authorized by the Great Oaks "plan" on file with the State Board of Education to appoint an individual ("Appointee") to fill the vacancy;
3. WHEREAS Southern Ohio Educational Service Center has reviewed the statutory requirements for making the appointment, including those in Ohio Revised Code 3311.19 (as amended) and its requirements that JVSD Board members have experience as chief executive officers, chief financial officers, human resources managers, or other business, industry, or career counseling professionals who are qualified to discuss the labor needs of the region with respect to the regional economy; and the requirement that JVSD board members represent employers in the region served by Great Oaks and be qualified to consider the state's workforce needs with an understanding of the skills, training, and education needed for current and future employment opportunities in the state; and the requirement that JVSD Board members be selected based on the diversity of the employers in the territory served by Great Oaks;
4. WHEREAS Southern Ohio Educational Service Center has performed and documented its due diligence in considering the Appointee's qualifications, including the Appointee's qualifications to meet the legal requirements to serve;
5. NOW, THEREFORE BE IT RESOLVED that Southern Ohio Educational Service Center appoints **Rodney Lane** to the Great Oaks Career Campuses Governing Board for a three-year term of office to commence on January 1, 2023, and expire on December 31, 2025.

On Behalf of Southern Ohio Educational Service Center Board Members and District,



 President of Southern Ohio Educational Service Center

11/21/2022
 Date



 Treasurer of Southern Ohio Educational Service Center

11/21/2022
 Date

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2023 PERMANENT APPROPRIATIONS

FUND	OBJECT	SOC	DESCRIPTION	FY2023 APPROP	GENERAL FUND												TOTAL ACCOUNT
					August	September	October	November	December	January	February	March					
001	1001	0000	SALARIES	\$ 3,044,863.00	\$ 126,557.00											\$ 3,171,420.00	
001	200	0000	FRINGE BENEFITS	\$ 1,671,318.68	\$ 82,282.00											\$ 1,753,600.68	
001	400	0000	PURCHASED SERVICES	\$ 811,433.62	\$ 4,600.00											\$ 816,033.62	
001	500	0000	SUPPLIES & MATERIALS	\$ 69,730.00	\$ 2,550.00											\$ 72,280.00	
001	600	0000	CAPITAL OUTLAY	\$ 18,400.00												\$ 18,400.00	
001	800	0000	OTHER OBJECTS	\$ 69,986.00												\$ 69,986.00	
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 1,890,000.00					\$ 4,200.00							\$ 1,894,200.00	
			GENERAL FUND TOTAL													\$ 7,179,820.30	
			OTHER FUNDS														
001	9950		TERMINATION / RETIREMENT BENEFITS FUND	\$ 62,704.78												\$ 62,704.78	
007	0000		UNCLAIMED FUNDS	\$ 63.95												\$ 63.95	
008	9271		WADDELL FUND	\$ 53,300.00												\$ 53,300.00	
022	9245		HOPEWELL CUSTODIAL FUND	\$ 5,189,352.00												\$ 5,189,352.00	
022	9800		D.A.R.E. CUSTODIAL FUND	\$ 28,874.54												\$ 28,874.54	
451	9421		K12 NETWORK SUBSIDY	\$ 1,800.00												\$ 1,800.00	
495	9015		STATE SUPPORT TEAM FY23 FUND	\$ 115,140.50												\$ 115,140.50	
499	9014		STATE SUPPORT TEAM FY23 FUND	\$ 2,559.92												\$ 2,559.92	
499	9702		STUDENT ASSESSMENT FY23 FUND	\$ -	\$ 49,455.74											\$ 49,455.74	
499	9905		STATE SUPPORT TEAM - TRANSITION FY22 FUND	\$ -												\$ -	
507	9471		FAMILY ENGAGEMENT LIAISON FY23 FUND	\$ 220,838.00												\$ 220,838.00	
507	9470		FAMILY ENGAGEMENT LIAISON FY21-22 FUND	\$ 379.32												\$ 379.32	
507	9600		EXTENDED LEARNING AND RECOVERY FY21-22 FUND	\$ 19,244.47												\$ 19,244.47	
507	9801		EXTENDED LEARNING AND RECOVERY FY23 FUND	\$ 1,059,165.86												\$ 1,059,165.86	
507	9701		AMERICAN RESCUE PLAN-HOMELESS (ARP) FY23 FUND	\$ -					\$ (11,786.55)							\$ (11,786.55)	
507	9701		AMERICAN RESCUE PLAN-HOMELESS (ARP) FY23 FUND	\$ -					\$ 11,786.55							\$ 11,786.55	
507	9800		LITERACY: ESCS TO SUPPORT STRUCTURED LITERACY FY23 FUND	\$ 41,693.00												\$ 41,693.00	
508	9901		GEORGE T. GUY, EMER. ED. RETIREY FY23 FUND	\$ 158,094.00												\$ 158,094.00	
508	9500		GEORGE T. GUY, EMER. ED. RETIREY FY21-22 FUND	\$ 63,987.58												\$ 63,987.58	
516	9231		IDEA PART B FY22 FUND	\$ 43,236.18												\$ 43,236.18	
516	9232		IDEA PART B FY23 FUND	\$ 1,155,894.00												\$ 1,155,894.00	
516	9815		PARENT MENTOR FY23 FUND	\$ 2,637.53												\$ 2,637.53	
516	9816		PARENT MENTOR FY23 FUND	\$ 25,000.00												\$ 25,000.00	
516	9917		EARLY LITERACY SSP (IDEA) FY22 FUND	\$ 5,694.32												\$ 5,694.32	
516	9918		EARLY LITERACY SSP (IDEA) FY23 FUND	\$ 86,957.00												\$ 86,957.00	
587	9813		EARLY LEARNING DISCRETIONARY FY23 FUND	\$ 4,936.83												\$ 4,936.83	
587	9814		EARLY LEARNING DISCRETIONARY FY23 FUND	\$ 75,953.02												\$ 75,953.02	
587	9804		EARLY LITERACY SSP FY22 FUND	\$ 1,704.08												\$ 1,704.08	
587	9805		EARLY LITERACY SSP FY23 FUND	\$ 26,124.00												\$ 26,124.00	
586	9910		OTHER SPES 20 BRIDGE TRAININGS FY22 FUND	\$ 350.90												\$ 350.90	
			OTHER FUNDS TOTAL	\$ 265,364.74	\$ 4,200.00											\$ 269,564.74	
			Monthly Appropriation Changes														
			GRAND TOTAL APPROPRIATIONS - ALL FUNDS	\$ 7,445,185.04	\$ 173,757.00											\$ 7,618,942.04	

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2023 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 \$1,570,000.00
General Fund - Building Fund \$275,000.00 - continue to add \$25,000 per year, budget permitting, per 6/25/19 board direction
Hopewell General Fund - Emergency Fund - 3 months of expenses \$910,000.00
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