

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

**REGULAR BOARD MEETING**

**OCTOBER 22, 2024**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, October 22, 2024, at 7:00 p.m. for its regular monthly meeting. Members present were Mr. Hixson, Dr. Kirby, Mr. Lane, Mr. Mount, Mr. Peck, Ms. Ruth, and Ms. Stepp, along with Curt Bradshaw, Superintendent, and Rachel Meyer, Treasurer. The guests present were Casey Enochs and Conner Wyatt.

**APPROVAL OF THE MEETING AGENDA (Resolution #4922)**

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

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

**MINUTE APPROVAL (Resolution #4923)**

It was moved by Mr. Lane and seconded by Mr. Mount that the September 24, 2024, meeting minutes be approved as presented.

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

**SOUTHERN OHIO ESC SHARED EXPERTISE**

Mr. Wyatt provided a brief overview of the Workforce Collaborative and some resources they have developed:

- School Community Resource Guide – created to help promote connections between businesses and schools in Clinton County. It captures what types of workforce-related support each business can provide.
- Workforce Roadmaps – designed to help remove barriers for educators seeking internships. Provides a direct step-by-step approach to setting up an internship and funding it.
- Immersion Tours – provided a list of businesses willing to host students to tour their facilities. There were over 30 tours during the 23-24 school year.

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SOUTHERN OHIO ESC SHARED EXPERTISE (Cont.)

- Childcare Resource Guide – created by the Barrier's Group to find childcare options in Clinton County.
- Credentialing Needs Survey – created as a need from school districts. Provides students with opportunities to obtain credentials during their high school years that will allow them to be more marketable in the workforce in Clinton County.
- Career Exploration Fair – held each year at Laurel Oaks Campus- designed to give students engaging and interactive experiences, showcasing jobs and companies in Clinton County. Over 25 Clinton County employers were in attendance. It is all about being fun and engaging.
- Blanchester Student Success Project – funded through 2028 by the Clinton County Foundation and focuses on the needs of districts and directly funds the following:
  - You Science Program – interest aptitude software
  - All bussing expenses associated with immersion tours
  - Remove barriers by funding any expenses that would prohibit a student from obtaining a credential or internship experience

Lastly, Mr. Wyatt answered questions as asked by the Board.

GREAT OAKS ITCD REPORT

Mr. Lane reported The Great Oaks Board met on October 9, 2024, at the Diamond Oaks Career campus in Harrison, Ohio. The following information may be of interest to you:

- Great Oaks President and CEO Harry Snyder reported that Great Oaks received an overall "Five Stars" score from the ODEW on the district's report card. Great Oaks met nine out of nine federal indicators. You can access the full report on the ODEW website.
- During the meeting, CEO Snyder and CFO Brian Rabe presented their Goals and Strategies for the current school year.
- Students enrolled at Laurel Oaks may again enroll in College Credit Plus courses this year. This is a dual enrollment program that provides students an opportunity to earn college and high school credits at the same time.
- Construction is underway for the new addition to the Laurel Oaks facility.
- Prior to the meeting, Board members were rewarded for our sojourn to Diamond Oaks with a gourmet dinner prepared and served by the culinary arts program students.

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LEGISLATIVE LIAISON REPORT

Ms. Ruth indicated there was no report available. She urged everyone to vote on November 5.

APPROVAL OF EXECUTIVE SESSION (Resolution #4924)

It was moved by Mr. Hixson and seconded by Mr. Peck to take a roll call to enter into Executive Session at 7:32 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, and Ms. Stepp.

The Board returned from Executive Session at 8:05 p.m.

FINANCIAL REPORTS

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

APPROVAL OF PAID BILLS (Resolution #4925)

Upon the recommendation of Treasurer Meyer, it was moved by Ms. Ruth and seconded by Ms. Stepp that the paid bills for the previous month be approved as presented, for a total of \$986,964.98.

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

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APPROVAL OF HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN (Resolution #4926)

Upon the recommendation of Treasurer Meyer, it was moved by Ms. Stepp and seconded by Mr. Mount to approve the American Fidelity Funding Agreement Health Reimbursement Arrangement Plan (HRA) for Southern Ohio Educational Service Center for the following plan year:

**HRA-Comprehensive Plan: January 1, 2025, through December 31, 2025**

*Includes debit card and carryover provision*

**Entire contribution based on employee selection, to be paid in January 2025 as follows: \$2,000 (family), \$1,500 (employee + child(ren)), \$1,000 (single)**

*Note: This option is for those employees who elect to enroll in the High Deductible Health Plan but who are not eligible to participate in a Health Savings Account.*

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

TREASURER DISCUSSION ITEMS

**Fiscal Office Update:**

- Amanda Ely and I sent out the second invoices of the year for services provided by the ESC and Hopewell. They were emailed to Treasurers on October 11, 2024.
- On October 10, John Sparks and Jeremy Snellgrove were on-site for our annual GAAP Conversion visit.

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TREASURER DISCUSSION ITEMS (Cont.)

**Professional Development:**

On October 4, Amanda and Rhonda attended the Educational Office Professionals of Ohio (EOPO) Conference in Marion, Ohio. EOPO is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth. It is a professional organization for all educational office personnel in Ohio. Topics of discussion included:

- i. Envisioning and Cultivating a Mindful Life
  - ii. New Technology and AI in the Workplace
  - iii. Gratitude as a Way of Life
  - iv. PSP (Professional Standards Program) Basics
  - v. Sitting is the New Smoking
- On October 8, 2024, I attended the SERS Employer 101 Part 1 webinar. This webinar covered employer responsibilities, membership, compensation, contribution reporting, and payment.
  - On October 9, 2024, I attended the STRS Employer Basics 101: Account Adjustments and Back Postings webinar. This webinar covered all the information needed to prepare and submit an account adjustment.
  - On October 11, 2024, I will attend the Legal Updates at SOESC. Representatives from Ennis Britton Co., LPA will present on current legal topics that interest district administration.
  - On October 16, 2024, I will attend the SERS Employer 101 Part 2 webinar. This webinar will cover additional reporting and processes, service credit, service credit purchase, and employee benefits.
  - On October 23, 2024, the fiscal team will attend the Fall SSDT Direct sessions at MVECA in Yellow Springs, Ohio. These sessions will review transactions, account filters, 1099 corrections in USAS-R (Accounts Payable), W2 Steps, and adjustments in USPS-R (Payroll).
  - On October 24, 2024, I will attend the BWC Employer Update Webinar. This month, there will be a discussion about the lifecycle of a claim, Recovery Ohio, important dates, and monthly safety tips will be provided.

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**PERSONNEL CONTRACT RESIGNATION(S): R14/ESC (Resolution #4927)**

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

**R14/SOESC RESIGNATION(S)**

<u>Name</u>	<u>Position</u>	<u>Contract Type</u>	<u>Effective Date</u>
Taylor, Luke	Paraprofessional	Classified	10-17-2024

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

**PERSONNEL CONTRACT AGREEMENTS: R14/ESC (Resolution #4928)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Mount 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
Bailey, Shelley	Home Instruction	2024-2025	1 Year	As Needed	Master's	MA B/ Step 25/ \$59.75 per hour	Supplemental	Per Submitted Timesheets; Fairfield Local Schools
Brown, Heith	Highland County Workforce Development/ ACCESS Director	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$31.68 per hour	Classified	
Gardner, Danielle	Student Monitor	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$15.00 per hour	Classified	ACOV CTC
Pettiford, Beatrice	Substitute Teacher	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC

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**R14/ESC CONTRACT AGREEMENT(S) (Cont.)**

<b>Name</b>	<b>Tentative Position</b>	<b>Contract Dates</b>	<b>Length</b>	<b>Days</b>	<b>Degree</b>	<b>Schedule/ Step/ Rate</b>	<b>Contract Type</b>	<b>Comments</b>
Howland, Elizabeth	Substitute Teacher	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130.00 per diem	Certificated	SOLC
Minshew, Shannen	Student Monitor	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$15.00 per hour	Classified	ACOV North Adams HS
Stillwell, Rachel	Health Paraprofessional	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$30.00 per hour	Classified	ACOV; Per submitted timesheet
Wellman, Shelly	EC B.L.T.	2024-2025	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$29.44 per hour	Supplemental	East Clinton; Per submitted timesheet

**East Clinton Substitutes**

1. Chance, Melanie      2. Darras, Ian      3. Haines, Brock
4. Howland, Elizabeth

**Great Oaks (Laurel Oaks Campus) Substitutes**

1. Howland, Elizabeth

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

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**APPROVAL CONTRACT AMENDMENT(S) (Resolution#4929)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Ruth and seconded by Ms. Stepp to approve an amendment to the following employment contract for the following personnel:

**R14/ESC CONTRACT AMENDMENT(S)**

Name	Position	Contract Dates	Change 1	Comments
Walker, Tara	Social Worker	2024-2025	Change salary from \$54,590.00 to \$55,818.00 per Miami Trace Local	A 2.25% increase per Miami Trace Local

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

**APPROVAL OF AMERICAN FIDELITY PLAN RENEWAL (Resolution#4930)**

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Peck and seconded by Mr. Lane to renew the American Fidelity Plan Documents for Southern Ohio Educational Service Center for the following plan years:

**Plan Number 501 Flex and Voluntary Plan: January 1, 2025, through December 31, 2025**  
*Optional insurance (accident only & group hospital indemnity, cancer benefits, disability benefits), medical expense reimbursement plan (flex account)*

**Plan Number 502 Premium Only Plan: January 1, 2025, through December 31, 2025**  
*Insurances; dental, vision, life and medical, HSA.*

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



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APPROVAL OF HEALTH PPO RATE AND CONTRIBUTION ADJUSTMENT (Resolution#4931)

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Stepp and seconded by Mr. Mount to approve the adjustment to the PPO monthly rate and the employee contribution as follows:

**June - as approved:**

PPO Medical	Family
Monthly rate	\$2,502.24
Board Contribution	\$1,926.82
Employee Contribution	\$575.42

**October adjustment/approval:**

PPO Medical	Family
<b>Monthly rate</b>	<b>\$2,502.36</b>
Board Contribution	\$1,926.82
<b>Employee Contribution</b>	<b>\$575.54</b>

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

APPROVAL OF SATH MEMBERSHIP (Resolution#4932)

Upon the recommendation of Superintendent Bradshaw, it was moved by Mr. Lane and seconded by Mr. Peck that the Board continue membership in Supplemental Assistance to the Handicapped, Inc. (SATH) for the school year 2024-25 at the cost of \$500.00.

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

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APPROVAL OF POLICY MANUAL REVISIONS (Resolution#4933)

Upon the recommendation of Superintendent Bradshaw, it was moved by Ms. Ruth and seconded by Ms. Stepp to approve the following policy manual updates:

**POLICY MANUAL UPDATES**

**NEW POLICIES**

ACC            Political Commitments  
JEDC           Religious Expression Days

**REMOVE EXHIBIT**

EBCE-E-1      Protection for Reporting Safety and Fraud Violations  
                    (Whistleblowers)  
EBCE-E-2      Protection for Reporting Safety and Fraud Violations  
                    (Whistleblowers)

**REVISED POLICIES/REGULATIONS**

ACAA           Sexual Harassment  
BDDG           Minutes  
DJC            Bidding Requirements  
EBBA           First Aid  
EBCE           Protection for Reporting Safety and Fraud Violations  
                    (Whistleblowers)  
EBCE-R        Protection for Reporting Safety and Fraud Violations  
                    (Whistleblowers)  
EDE            Computers/Online Services (Acceptable Use and  
                    Internet Safety)  
GCD            Certified Staff Hiring  
GDC/GDCA/  
GDD            Classified Recruiting/Posting of Vacancies/Hiring

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**POLICY MANUAL UPDATES (Cont.)**

JED	Student Absences and Excuses
JEDA	Truancy
JHG	Reporting Child Abuse and Mandatory Training

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

**SUPERINTENDENT INFORMATION/DISCUSSION ITEMS**

Superintendent Bradshaw shared the following with the Board:

1. 2024-2025 SOESC BAC Plan & Awards Addendum – Submitted on 09/30/2024.
2. OSBA Southwest Region Fall Conference – Held at Laurel Oaks.
3. Superintendent Network Meeting – October 18, 2024 – Paul Craft, *Superintendent of Public Instruction*, and Paul LaRue, *Board President of the Ohio State BOE*, attended.
4. Regional BAC Meeting – November 1, 2024 – All four counties served by SOESC are invited to attend.
5. Leadership Cabinet Meeting – November 6, 2024 – Streamlining evaluation instruments. *Mr. Bradshaw thanked Ms. Enochs for her work on this.*
6. 2024 OSBA Capital Conference - Mr. Peck will be recognized on November 10.
7. December 17, 2024 Governing Board Meeting – Will be held at Dr. Kirby's home at 6:00 p.m.
8. Greenfield Ribbon Cutting – Mr. Bradshaw attended.
9. Miami Trace Assistant Superintendent Search – Mr. Bradshaw is assisting with the interview process.
10. SOESC Service Catalog – Shared with board members for their review.

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ADJOURNMENT

It was moved by Ms. Stepp and seconded by Mr. Peck to adjourn to meet again in regular session at 5350 West New Market Road, Hillsboro, Ohio, on **Monday, November 25, 2024, at 6:00 p.m.**

*Dr. Norma Kirby*

BOARD PRESIDENT

*Rachel Meyer*

TREASURER