

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

REGULAR BOARD MEETING

FEBRUARY 28, 2023

The Southern Ohio Educational Service Center Governing Board met on Tuesday, February 28, 2023, 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 Kim K. Adams, Shane Breckel, Curt Bradshaw, Kristan Cover, May Gerchak, Shae Havens-White, Pam Leist, Paul Osborne, Zoey Osborne, and Jeff Royalty.

APPROVAL OF THE MEETING AGENDA (Resolution #4671)

It was moved by Ms. Gausman and seconded by Mr. Mount 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 #4672)

It was moved by Mr. Hill and seconded by Ms. Ruth that the January 17, 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.

Mr. West arrived at 6:34 p.m.

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

SOUTHERN OHIO ESC SHARED EXPERTISE

Kim K. Adams & Kristan Cover, SOESC

Ms. Adams indicated that through her work with PBIS and family engagement, a partnership was developed with Ms. Cover and the Parent University. Because each of them is involved with school counselors and knows there are many mental health support needs in our schools, the Parent University was a way to address some of these needs. Ms. Cover shared a flyer and invitation to the Parent University to be held on March 2, 2023, at Whiteoak Jr./Sr. High School from 4 pm to 7 pm. Breakout sessions will focus on topics such as Social Media and Mental Health, Seven Characteristics That Can Help Your Children Thrive, and Student Budgeting Strategies and Financial Education.

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SOUTHERN OHIO ESC SHARED EXPERTISE (Cont.)

There will also be community vendor stations where you can receive information on College and Career Readiness, Free Summer Programs, and free resources. Our partners in education include Highland County District Library, SOESC/R14, Atomic Credit Union, Highland County Community Action, Journey College Planning, The Grit Project, and the Ohio Department of Natural Resources.

Ms. Adams indicated that they are eager to see the feedback from this venture.

Ms. Justice thanked Ms. Adams and Ms. Cover for their presentation.

Paul Osborne, SOESC

Mr. Osborne disseminated to the Board members the Google Account email setup form. He also demonstrated how to set up the accounts via the instructions provided. If additional assistance is needed, Board members were asked to contact Mr. Osborne at 937-382-6921 ext. 2121.

Pam Leist, Lawyer, Ennis & Britton

Ms. Leist provided the background for how/why we have gone through the process of looking at our subdistricts. Every ten years, we need to look at census data to see if there are shifts in population. The 2020 census results were delayed due to COVID. She explained that an outside 3rd party looked at our 2010 census data compared to 2020 census data to help us pinpoint how the population has shifted. To adjust each subdistrict, it must be adjacent and have natural boundaries.

Ms. Leist prepared/disseminated a new subdistrict map based on some proposed changes to show new boundaries. She explained that we tried to make an equitable population balance in each subdistrict, but some townships had to be moved from one subdistrict to another. We also had to maintain nine subdistricts.

She indicated that our next step is to present the proposed changes to ODE for further guidance and approval of our recommendations for revised subdistricts. The board members agreed to move forward.

Shane Breckel, Director, Clinton County Board of Elections

Mr. Breckel provided a list of subdistricts and who represents them from our Board. Based on the current schedule, all identified in red (subdistricts 1, 3, 4, 5, 7, 8, 9) would need to be on the November ballot; however, all may need to run again after redistricting is finalized.

Petition packets were also disseminated to each board member, and he reviewed the pages contained therein. He indicated that board members could request a list of active voters from the Board of Elections in each territory. Fifty (50) signatures are needed. Mr. Breckel also indicated that there is an "App" available with active voter information. He also reminded the Board members that if subdistrict goes over multiple counties, each county needs a petition card.

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SOUTHERN OHIO ESC SHARED EXPERTISE (Cont.)

Jeff Royalty, Director, Region 14/Hopewell

Mr. Royalty reviewed the waterproofing bids contained in board member packets. He reached out to three companies for bids. He indicated there had been a “water problem” at Hopewell since the mid-90s, and there is a concern about it for several reasons including employee sensitivity to allergens.

The Center tested negative for toxic mold, but it has still impacted employees, and there are district staff members who do not want to come to the building for fear of health concerns. He indicated there is no basement under the Center, just a crawl space that floods every time it rains.

Mr. Royalty further explained that he and Mr. Fischer had conversations with all three companies, and their approach to the problem was similar, but the costs were different. Further discussions with the folks at Quality Waterproofing were held since their price was lower than the other two companies, whose costs were similar. Quality Waterproofing was the only vendor to propose fixes outside (grading/downspout drains) of the building to keep water from coming inside. They also proposed fixing some structural support damage. Mr. Rice of Quality Waterproofing spent more time reviewing the project than the other two companies.

Mr. Royalty indicated that there would be minimal noise/disruption to employees during this process and that all references checked on Quality Waterproofing told they were all happy with their work and gave high marks; therefore, Mr. Royalty recommended Quality Waterproofing as the company to correct the water issue at Hopewell.

GREAT OAKS ITCD REPORT

Mr. Lane reported that the Great Oaks Board met on 2/8/23, with most members present. He said Mr. Snyder reported on the January open house held on all four campuses and subsequent program applications.

- Just over 3500 parents and students attended one of the open houses.
- Over 1400 were sophomores enrolled in one of the 36 school districts.
- As of February 18, 2,589 applications have been received. The total program capacity is 1999; therefore, a majority of programs, 46 of 77, are oversubscribed. For example, Laurel Oaks Welding has over 50 applicants for 25 openings.
- Students submitting their applications before the February 7 priority deadline will be randomly assigned a lottery number. A lottery will determine which applicants are admitted to their first choice for oversubscribed programs.
- Add a welding lab? The estimated cost would be over \$1 million.

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GREAT OAKS ITCD REPORT (Cont.)

An executive session lasting about 50 minutes was held to permit legal council to report on negotiations with GOPO. It is a slow process.

Related to this but not part of the executive session, Mr. Snyder reported that the traditional goal of the Board is to maintain salaries in a range between 4th and 7th highest when compared to the 36 Great Oaks School Districts.

Lastly, Mr. Lane indicated that Mr. Snyder reported that a review of the past ten year's salary increases at Great Oaks provided an average of 3.1% average yearly increase while the average yearly salary increase for the 36 participating districts was 2.1%.

LEGISLATIVE LIAISON REPORT

Mrs. Ruth referenced an item in an OSBA newsletter called "Success" as follows:

More than 1 million students have left public schools, data shows.

Enrollment in U.S. Public Schools fell from 50.8 million students in fall 2019 to 49.4 million in fall 2020, according to the National Center for Education Statistics. In some cases, the trend is causing cities in some states, including California and Colorado, to close underused schools.

Then, she referenced a couple of items from "The Link":

Ohio House begins work on the biennial budget. DeWine had outlined his proposal at the State of State on January 31 and included the following education-related provision:

- Requiring ODE to support up to 100 additional literacy coaches in schools and districts with the lowest reading proficiency.

She also referenced the following recently introduced legislation:

- SB49 introduced by Sen. Michele Reynolds (R-Canal Winchester), to enact the Religious Expression Days "R.E.D." Act; and to require school board to adopt a policy providing students, teachers, and staff with religious accommodations for up to three days.

Lastly, she reported she attended the School Board 101 session and it was recommended that Board members get to know their elected officials there.

APPROVAL OF CONTRACT WORK PROPOSAL (Resolution #4673)

Three contract bids were received, ranging in the amounts of \$90,000 to \$136,781.00 for needed facility upgrades for the R14/Hopewell Center building, located at 5350 West New Market Road, Hillsboro, Ohio. It was moved by Mr. Hill and seconded by Mr. Hixson to approve the bid from Quality Waterproofing for the contract work.

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

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APPROVAL OF BOARD MEMBER FULFILLING TREASURER'S DUTIES
(Resolution #4674)

Upon the recommendation of Ms. Meyer, it was moved by Mr. West and seconded by Mr. Hill to have Mr. Mount fulfill the Treasurer's duties for the March 28, 2023, Governing Board meeting.

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

FINANCIAL REPORTS

Ms. Meyer reviewed the monthly reports with the Board.

APPROVAL OF PAID BILLS (Resolution #4675)

Upon the recommendation of Treasurer Meyer, it was moved by Ms. Gausman and seconded by Mr. Hill that the paid bills for the previous month be approved as presented, for a total of \$910,226.37.

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

APPROVAL OF INVESTMENTS (Resolution #4676)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Lane and seconded by Mr. Mount to approve the following investment as transacted by Treasurer Meyer:

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
2/15/2023	General	US Treasury Note	04/30/24	2.500%	\$ 121,570.00
2/16/2023	General	Manufacturers & Traders TR Co CD	01/21/25	4.450%	\$ 124,806.25
2/16/2023	Waddell	Manufacturers & Traders TR Co CD	01/21/25	4.450%	\$ 74,883.75

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

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TREASURER DISCUSSION ITEMS

Reminder Financial Disclosure Forms Due May 15, 2023:

- If you would like a paper form, please let me know; otherwise, you can fill out and submit your form online.

FY2022 Single Audit Status

- Audit complete on 02/27/23 with no findings.

Fiscal Office Update:

- Amanda Ely and I sent out the fourth of six invoices of the year for primary services for Hopewell and ESC the week of February 6th.
- We are beginning to plan for FY2024 service needs. I have started gathering information from team leaders and supervisors. I have also contacted district superintendents regarding their service needs.

Professional Development

- On February 7, 2023, the fiscal team attended the Accounts Receivable Webex presented by MVECA. The Accounts Receivable module was one of the last modules to migrate from the Classic Software, and this training was to familiarize the team with the new software. Amanda did utilize the new software to send out our February invoices for services without any issues.
- On February 16-17, 2023, I will attend the Experimentation, Innovation, and Pricing Workshop for ESCs as part of a SOESC team. The workshop will be held at the Hamilton County ESC in Cincinnati. The workshop is sponsored by The Ohio Educational Service Center Association (OESCA) and will focus on innovative service design and pricing using principles of the business strategy framework. Sessions include best practices, tools, and information to help ESCs develop innovative services and prices with confidence.
- On February 22, 2023, I will attend a United Healthcare Briefing on redetermination and other regulatory changes. With the public health emergency scheduled to end on May 11, questions may remain about how this change – and Medicaid redetermination - will impact employers and employees. This briefing will address those questions.
- On February 28, 2023, I will attend the virtual meeting at the School Employees Retirement System (SERS) Employer Education. This meeting will cover the SERS Disability process and the responsibilities of the employer.

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PERSONNEL CONTRACT RESIGNATIONS: ESC (Resolution #4677)

Upon the recommendation of Superintendent Justice, it was moved by Dr. Kirby 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>
Stauffer, Kimberly	Educational Health Aide	Classified	02-17-2023	Peebles Elem
Young, Christin	Student Monitor	Classified	02-01-2023	ACOV CTC

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

PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4678)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane 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:

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>
Conroy, Rogina	Administrative Consultant	2022-2023	1 Year	As Needed	Masters	Schedule B/ Step 10M/ \$46.42 per hour	Certificated	R/R
Grunewald, Ashley	Substitute Teacher	2022-2023	1 Year	As Needed	No Degree on Schedule	No Schedule/ No Step/ \$130 per diem	Certificated	SOLC

EAST CLINTON SUBSTITUTE TEACHERS

1. Lamb, Sara
2. McCord, Brian
3. Reilly, Robin

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

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APPROVAL OF FY23 HIGHLAND COUNTY FAMILY AND CHILDREN FIRST COUNCIL MEMBERSHIP (#4679)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Ruth and seconded by Ms. Gausman to approve continued educational service center membership in the Highland County Family and Children First Council (HCFEFC) for FY 2023, at a cost of \$100.00.

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

APPROVAL OF OUT-OF-STATE TRAVEL (#4680)

Upon the recommendation of Superintendent Justice, it was moved by Dr. Kirby and seconded by Mr. West to approve out-of-state travel for **Curt Bradshaw** to attend the Personnel Administrator Boot Camp in Kansas City, MO, on June 15-16, 2023.

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

APPROVAL OF DONATIONS (#4681)

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

<u>Donated Item(s)/Description</u>	<u>Donation Received from</u>	<u>Value of Donated Item</u>
Basketball hoop and two basketballs	James Quinn & Judith Lang 153 State Route 124 New Vienna, Ohio 45159	\$307.00

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

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APPROVAL OF POLICY MANUAL REVISIONS (#4682)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mr. Hixson to approve the following policy manual updates:

Policy Manual Updates:

JFE Pregnant Students

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

PERSONNEL CONTRACT AGREEMENTS: R14 (Resolution #4683)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount 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>
Barlow, Greg	SST Consultant	2022-2023	1 Year	As Needed	No Degree on Schedule	Schedule B/ Step 10/ \$46.42 per hour	Certificated	R/R
Thompson, Megan	Administrative Assistant	2022-2023	1 Year	As Needed	No Degree on Schedule	Schedule N/ Step 11/ \$30.50 per hour	Classified	
Stepp, Linda	SST Consultant	2022-2023	1 Year	As Needed	No Degree on Schedule	Schedule B/ Step 10/ \$46.42 per hour	Certificated	R/R
Walls, Chad	Maintenance Manager	2022-2023	1 Year	As Needed	No Degree on Schedule	Schedule M/ Step 5/ \$16.05 per hour	Classified	

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

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APPROVAL OF DONATIONS: R14 (Resolution #4684)

Upon the recommendation of Superintendent Justice, it was moved by Ms. Ruth and seconded by Ms. Gausman to approve the following donations as listed to be used for the Transition Fair at Southern State Community College.

<u>Donated Item/Description</u>	<u>Donation Received from</u>	<u>Value of Donated Item</u>
Cash to purchase snacks	Chuck Wait Tire 21 East Main Street Mowrystown, Ohio 45155	\$50.00
Fruit Roll-Ups, 60 Nutri Grain Bars, 64 Ritz Cheese Crackers, 144	Community Markets 245 W. Main Street Hillsboro, Ohio 45133	\$120.09
Fruit Snacks, 94 Water, 72 bottles	Dance Stell & Farm Supply 6079 St. Rt. 50 Hillsboro, Ohio 45133	\$45.00
Water, 320 bottles	Lowes 107 Careytown Road Hillsboro, Ohio 45133	\$49.80
Fruit Snacks, 40 Water, 72 bottles	Rural King 129 High Street Hillsboro, Ohio 45133	\$19.46
Water, 120 bottles	Save A Lot 1472 N. High Street Hillsboro, Ohio 45133	\$19.95
Cracker Snacks, 120	Southern Ohio Axe Throwing 25 East High Street Frankfort, Ohio 45628	\$51.52
Water, 144 bottles	TSC 1457 North High Street Hillsboro, Ohio 45133	\$30.00
Cracker Sandwiches, 54 Fruit Snacks, 80 Granola Bars, 120	Walmart 540 Harry Sauner Road Hillsboro, Ohio 45133	\$48.38

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

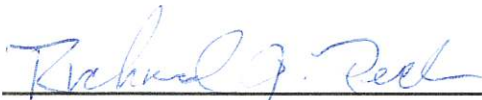
Superintendent Justice shared the following with the Board:

1. Administrative Professionals Day – On 04/26/2023 at The Porch in Hillsboro.
2. Contract Status Lists – in your packets for your review.
3. ACOV Superintendent Search – Ms. Justice presented to the ACOV board on 02/15/2023.
4. March Board Meeting – March 28, in Wilmington.
5. Bright Local – Mike Bick will be retiring. Bright Local will also be looking for a Superintendent.

Ms. Justice introduced Ms. Shae Havens-White, Assistant Dean at Laurel Oaks, who is doing her Superintendent internship with Ms. Justice.

ADJOURNMENT

It was moved by Mr. Hill and seconded by Mr. Hixson to adjourn to meet again in regular session on **Tuesday, March 28, 2023, at 6:30 p.m.**, at Southern Ohio Educational Service Center, Wilmington.



BOARD PRESIDENT



TREASURER