

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

**REGULAR BOARD MEETING**

**August 25, 2020**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, August 25, 2020, at 7:00 p.m. for its regular monthly meeting. Members present were Mrs. Charters (via phone), Mrs. Gausman, Mr. Lane, Mr. Mount, Mr. Peck, Mrs. Saylor, Mr. West, and Mr. Wilt, along with Rachel Meyer, Treasurer, and Beth Justice, Superintendent.

**APPROVAL OF THE MEETING AGENDA (Resolution #4289)**

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

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

**MINUTE APPROVAL (Resolution #4290)**

It was moved by Mr. Mount and seconded by Mrs. Gausman that the July 21, 2020, meeting minutes be approved as presented.

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

The meeting was opened for public participation. None received.

**SOUTHERN OHIO ESC SHARED EXPERTISE**

No Shared Expertise due to the COVID-19 pandemic.

**GREAT OAKS ITCD REPORT**

Mr. Lane reported that the Great Oaks board met via a blended meeting on August 12, 2020, and that all campuses started back to school on August 17<sup>th</sup>; however, only two participating districts were in session (Hillsboro and Fairfield) when campuses re-opened. All other participating districts will be in session by August 27<sup>th</sup>. Mr. Lane stated that Mr. Harry Snyder reported there were no issues with the first days of school except for transportation issues for districts not yet in session when Great Oaks campuses opened for the 2020-21 school year.

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EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING**

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---

LEGISLATIVE LIAISON REPORT

Mr. Peck disseminated "The Link" to the board members to review.

**Governor receives Controlling Board approval to use CARES Act funds for schools**

Gov. **Mike DeWine**, through the Department of Education (ODE), submitted two separate requests to the Ohio Controlling Board to use CARES Act Coronavirus Relief Funds for K-12 Schools. The first request that was approved on July 13 provided \$100 million to be used for COVID-19-related expenses. The dollars will be distributed using a base amount established by fiscal year 2019 enrollment data from the state report card. Additional funds will be distributed to districts for economically disadvantaged students, students with disabilities, and English learners.

The second request was for \$50 million that would allow both public and private schools to apply for a dollar-to-dollar matching grant program with the state for Wi-Fi hotspots, in-home internet, and internet-enabled devices for students. The Controlling Board approved the request on July 27. Lt. Gov. **Jon Husted** made the following remarks regarding the use of funds, "We know also that to participate in the modern economy, the modern education system, the modern health care system, you need to have this access. We have to make our best effort to provide distance learning during this health crisis."

**Recently introduced legislation**

- HB 726 introduced by Rep. **Scott Wiggam** (R-Wooster), to permit youth sports organizations to operate despite any state or local health order prohibiting such operation, provided the organizations implement certain health and safety precautions.
- HB 732 introduced by Rep. **Gayle Manning** (R-North Ridgeville), to eliminate the retention of a student under the Third-Grade Reading Guarantee beginning with the 2020-21 school year; to reduce the administration of the third-grade English language arts assessment to once a year for all students in the third grade, and to request a federal waiver for the 2020-21 school year regarding the third-grade reading assessment.

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #4291)

It was moved by Mrs. Saylor and seconded by Mr. Wilt that the paid bills for the previous month be approved as presented, for a total of \$742,261.29.

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

MINUTES OF THE SOUTHERN OHIO  
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REGULAR BOARD MEETING

August 25, 2020

---

APPROVAL OF PERMANENT APPROPRIATIONS (Resolution #4292)

Upon the recommendation of Treasurer Meyer, it was moved by Mrs. Charters and seconded by Mr. Peck to approve the following FY2021 permanent appropriations as presented.

[See Minute Page #1697 - #1698]

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

TREASURER DISCUSSION ITEMS

**Fiscal Office Update:**

I wanted to give you a quick update on fiscal office happenings.

- Amanda, Rhonda, and I participated in a virtual New Employee Orientation on August 4, 2020.
- Amanda and I sent out the first invoices of the year for services provided by the ESC and Hopewell during the week of August 17th.
- Plattenburg has begun requesting items for the FY2020 GAAP Conversion. Rhonda and I have been working on filling those requests.

**Professional Development**

- On August 18, 2020, I will attend a virtual Treasurer Roundtable with State Auditor Keith Faber. We will be provided with an update on the state response to the pandemic and ideas and best practices will be shared that can help entities adapt to the changing conditions brought about by this crisis.
- On August 31, 2020, I will attend an EMIS Basics webinar provided by the Ohio Department of Education. EMIS (Education Management Information System) is a statewide data collection system for Ohio's primary and secondary education, including ESCs that collects demographic information, course information, financial data, and test results.

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

**REGULAR BOARD MEETING**

**August 25, 2020**

**PERSONNEL CONTRACT RESIGNATION: ESC (Resolution #4293)**

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

**SOESC RESIGNATION**

<b>Name</b>	<b>Position</b>	<b>Contract Type</b>	<b>Effective Date</b>
Smith, Dominique	Paraprofessional	Classified	8/14/2020

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

**PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4294)**

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Mrs. Gausman that the board approves employment contracts for the following personnel subject to the provision of O.R.C. 3319.02, O.R.C. 3319.08, and/or O.R.C. 3319.081. All personnel are 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**

<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>
Chaney, Jeanne	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Douglas, Keri	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Dyer, Mary	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Frary, Amy	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Hixson, Robert	Para-professional	2020-2021	1 Year	As needed	No degree on Schedule	Schedule L/ Step 11/ \$15.96 per hour	Classified	SOLC

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

**REGULAR BOARD MEETING**

**August 25, 2020**

**ESC CONTRACT AGREEMENTS (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>
Lindsey, Jo Ann	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
O'Connor, Travis	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Peters, Mark	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Peters, Mary	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Peters, Matthew	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Roeper, Ethel	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Taylor, Julie	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Weber, Gary	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC
Wellman, Shelly	EC DLT/BLT	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$25.52 per hr	Certificated Supplemental	
Young, Stephani	Sub Teacher	2020-2021	1 Year	As needed	No degree on Schedule	No Schedule/ No Step/ \$100 per diem	Certificated	SOLC

**East Clinton Substitutes**

- |                      |                   |                      |
|----------------------|-------------------|----------------------|
| 1. Bailey, Mary      | 4. Hollon, Pete   | 7. Solais, Patsy     |
| 2. Cherrington, Lana | 5. Miller, Connie | 8. VanSkiver, Calvin |
| 3. Fluent, Ashley    | 6. Smith, Amy     |                      |

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

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

**REGULAR BOARD MEETING**

**August 25, 2020**

**PERSONNEL CONTRACT AMENDMENT: SOESC (Resolution #4295)**

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Gausman and seconded by Mr. Peck to approve an amendment to the following employment contract for the following personnel:

**SOESC CONTRACT AMENDMENT**

<b>Name</b>	<b>Position</b>	<b>Contract Dates</b>	<b>Change 1</b>	<b>Change 2</b>
Carmen, Tyler	Paraprofessional	2020-2021	Salary Schedule L Step 11 to Salary Schedule L Step 13	Add an additional 5% responsibility factor to Step 13 hourly rate

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

**APPROVAL OF POLICY MANUAL UPDATES (Resolution #4296)**

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Saylor and seconded by Mr. West to approve the following revised policy manual update:

**Policy Manual Updates:**

AC	Nondiscrimination	JF	Student Rights and Responsibilities
ACA	Nondiscrimination of the Basis of Sex	JFCF	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
ACAA-R	Sexual Harassment Grievance Procedures	JFCF-R	Hazing and Bullying (Harassment, Intimidation and Dating Violence)
AFC-1 (Also GCN-1)(Ohio Teacher Evaluation System)	Evaluation of Professional Staff	JGD	Student Suspension
EBEA	Use of Face Coverings	JGDA	Emergency Removal of Student
GCN-1 (Also AFC-1)(Ohio Teacher Evaluation System)	Evaluation of Professional Staff	JGE	Student Expulsion
GCPD	Suspension and Termination of Professional Staff Members	KG	Community Use of School Premises (Equal Access)
GDPD	Suspension, Demotion, and Termination of Support Staff Members	KLD	Public Complaints About District Personnel
JED	Student Absences and Excuses	KLD-R	Public Complaints About District Personnel

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EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING**

**REGULAR BOARD MEETING**

**August 25, 2020**

---

**APPROVAL OF POLICY MANUAL UPDATES (CONT.)**

**New Policies:**

ACAA	Sexual Harassment
JEGA	Permanent Exclusion
JG	Student Discipline
KJA	Distribution of Materials in the Schools

**Policies Removed from Manual:**

ACA-E /ACAA-E	Sexual Harassment Complaint Form
GBM (Also KLD-R)	Public Complaints About District Personnel

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

**SUPERINTENDENT INFORMATION/DISCUSSION ITEMS**

Superintendent Justice shared the following with the board:

1. SOESC Virtual Opening Day – Took place on August 7, 2020, the theme: flexibility. The two hour Google meeting was successful.
2. Opening Day for districts served by SOESC – Mrs. Justice shared that our staff did not attend so as not to add to social distancing issues.
3. 2020 Capital Conference – To be held virtually this year.
4. Southern Ohio Learning Center Relocation Update – Mrs. Justice shared that the SOLC has been open for seven days and the students have done well with the transition.
5. SOESC Funding– Mrs. Justice shared that SOESC will receive Federal CARES Act funding totaling \$223,370.00.
6. Hopewell Center Maintenance Update – Mr. Royalty reported that the door sweeps will be installed this week. The completion date for the safety project is scheduled to be August 27, 2020.

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EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

August 25, 2020

---

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*Mr. Lane expressed condolences to Mr. West for the recent loss of his father. He also thanked Mr. Osborne for the technology assistance this evening.*

ADJOURNMENT

It was moved by Mr. West and seconded by Mrs. Charters to adjourn to meet again in regular session on September 22, 2020, at 7:00 p.m. at Southern Ohio Educational Service Center, Airborne Road, Wilmington, Ohio.

  
BOARD PRESIDENT

  
TREASURER



SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2021 PERMANENT APPROPRIATIONS

FUND	OBJECT	SCC	DESCRIPTION	FY2021 APPROP												TOTAL ACCOUNT		
				August	September	November	December	January	March	April								
001	100	0000	SALARIES	\$ 2,655,039.00													\$ 2,655,039.00	
001	200	0000	FRINGE BENEFITS	\$ 1,356,450.38													\$ 1,356,450.38	
001	400	0000	PURCHASED SERVICES	\$ 993,219.00													\$ 993,219.00	
001	500	0000	SUPPLIES & MATERIALS	\$ 75,232.45	\$ 50.00												\$ 75,282.45	
001	600	0000	CAPITAL OUTLAY	\$ 29,700.00													\$ 29,700.00	
001	800	0000	OTHER OBJECTS	\$ 49,925.00													\$ 49,925.00	
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 1,780,000.00													\$ 1,780,000.00	
			GENERAL FUND TOTAL	\$ 6,938,615.83													\$ 6,938,615.83	
OTHER FUNDS																		
001	9050		TERMINATION / RETIREMENT BENEFITS FUND	\$ 504.22	\$ 35,000.00												\$ 35,504.22	
007	0000		UNCLAIMED FUNDS	\$ 58.95													\$ 58.95	
008	9271		WADDELL FUND	\$ 53,300.00													\$ 53,300.00	
022	9245		HOPEWELL GENERAL FUND	\$ 4,777,485.00													\$ 4,777,485.00	
022	9500		D.A.R.E. AGENCY FUND	\$ 19,099.35													\$ 19,099.35	
451	9419		K12 NETWORK SUBSIDY	\$ 1,800.00													\$ 1,800.00	
499	9013		STATE SUPPORT TEAM FY21 FUND	\$ 115,140.50													\$ 115,140.50	
499	9012		STATE SUPPORT TEAM FY20 FUND	\$ 4,628.16													\$ 4,628.16	
499	9400		ESC OTES 2.0 FY20 FUND	\$ 8.04													\$ 8.04	
499	9705		STUDENT ASSESSMENT FY20 FUND	\$ 1,218.78													\$ 1,218.78	
499	9854		STATE SUPPORT TEAM - TRANSITION FY20 FUND	\$ -													\$ -	
499	9855		STATE SUPPORT TEAM - TRANSITION FY21 FUND	\$ 8,000.00													\$ 8,000.00	
516	9230		IDEA PART B FY21 FUND	\$ 1,017,492.96													\$ 1,017,492.96	
516	9229		IDEA PART B FY20 FUND	\$ 40,510.50													\$ 40,510.50	
516	9813		PARENT MENTOR FY21 FUND	\$ 25,000.00													\$ 25,000.00	
516	9812		PARENT MENTOR FY20 FUND	\$ 1,803.42													\$ 1,803.42	
516	9916		EARLY LITERACY SSIP (IDEA) FY21 FUND	\$ 81,537.07													\$ 81,537.07	
516	9915		EARLY LITERACY SSIP (IDEA) FY20 FUND	\$ 5,442.61													\$ 5,442.61	
587	9612		EARLY LEARNING DISCRETIONARY FY21 FUND	\$ 75,993.02													\$ 75,993.02	
587	9511		EARLY LEARNING DISCRETIONARY FY20 FUND	\$ 6,405.86													\$ 6,405.86	
587	9603		EARLY LITERACY SSIP FY21 FUND	\$ 24,492.93													\$ 24,492.93	
587	9602		EARLY LITERACY SSIP FY20 FUND	\$ 1,399.85													\$ 1,399.85	
590	9008		ESC STATE TRAINERS - OTES 2.0 FY20 FUND	\$ 1,552.00													\$ 1,552.00	
			OTHER FUNDS TOTAL	\$ 6,297,673.22													\$ 6,297,673.22	
Monthly Appropriation Changes				\$ 35,050.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,050.00	
GRAND TOTAL APPROPRIATIONS - ALL FUNDS				\$ 13,235,699.05														\$ 13,235,699.05

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2021 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 \$1,520,000.00  
General Fund - Building Fund \$225,000.00 - continue to add \$25,000 per year, budget permitting, per 6/25/19 board direction  
Hopewell General Fund - Emergency Fund - 3 months of expenses \$900,000.00  
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