

MINUTES OF THE SOUTHERN OHIO  
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR MEETING

February 25, 2014

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, February 25, 2014 at 6:30 p.m. at the Southern Ohio Educational Service Center for its regular monthly meeting. Members present were Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West and Mr. Wilt along with Treasurer Roy Alleyn Unversaw Jr. and Superintendent Tony Long. Mr. Clawson was unable to attend the meeting.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3150)

It was moved by Mr. Mount and seconded by Mr. Lane 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 #3151)

It was moved by Mr. Luck and seconded by Mr. Peck that the January 28, 2014 meeting minutes be approved as presented.

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

PUBLIC PARTICIPATION

None Received.

GREAT OAKS ITCD REPORT

Mr. Lane updated the board on the February 2014 Great Oaks ITCD Board Meeting. The following bullets are highlights from his report.

- The Great Oaks Alternative Center is in its 10<sup>th</sup> year as an option for out of school suspension and expulsion. This is separate from the Clinton County Alternative Center, in which, on the Great Oaks campus utilizes.
- The board will be performing a superintendent search to replace Robin White.
- Great Oaks is renovating its board meeting room.

0595

MINUTES OF THE SOUTHERN OHIO  
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

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---

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LEGISLATIVE LIAISON REPORT

Mr. Peck referred to the Ohio School Boards Association publication, *The Link*, Volume 24 issue 1 to update the board on Ohio's legislative matters. The following bullets are highlights from his report:

- HB264 would put significant mandates on districts serving students with diabetes. The legislature continues to discuss this bill.
- HB416 would add four calamity days to the school calendar for this year.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3152)

It was moved by Mr. Wilt and seconded by Mr. West that the paid bills for January be approved as presented, for a total of \$649,433.37.

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

APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #3153)  
[See Minute Page #0600-0601]

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

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

TREASURER DISCUSSION ITEMS

Treasurer Discussion Items:

1. **Reminder Financial Disclosure Forms Due April 15, 2014.**
2. **Direct Deposit for Board Members:** A Direct Deposit Enrollment Form was included in each board member's packet. Direct Deposit is optional for board members.

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---

**3. Fiscal Office Update:**

- a. East Clinton substitutes were successfully paid on 1/30/2014 and 2/14/2014 payrolls.
- b. The fiscal team meets every two weeks to keep abreast of any issues that affect the team and/or the organization. We discuss personnel, budgets, billing, payroll, technology, etc... Being proactive saves time and creates better delivery of service.
- c. The FY 2013 audit should be completed within the month. I asked the board if it would like to have a post audit meeting and consensus was to waive the meeting.

- 4. Human Resources Update:** The Human Resources Team (Rogina Conroy, Lisa Homan, Rachel Meyer, Karla Dunlap and I) have been meeting over the past year. We are working to streamline the Human Resources process by improving procedures and utilizing technology. We are taking a proactive approach!

Here are some of the things we have accomplished:

- a. Documented our past procedures and new procedures.
- b. Updated all employment contracts and integrated the contracts with Applitrack and Onbase. This protects the integrity of the contracts and is much more efficient than handling paper contracts.
- c. Created electronic assignment letters and employee calendars, which reduces errors by automatically calculating benefits and other fields.
- d. Discussed and mapped out the steps to convert our paper personnel files into electronic files by utilizing Onbase. This is a future endeavor.
- e. Established internal procedures to comply with our newly adopted FMLA policy. It is important that we handle each employee consistently, especially with the increased volume we are handling.
- f. Enhanced communication and eliminated duplication of effort by using Dropbox technology. This free technology allows the team to work on one document from any location. We no longer have to worry about having multiple versions of a document.
- g. Removed outdated steps and utilized technology for calculating employee payroll. Our old process had so many steps that it was difficult for everyone involved.

**I commend the team for its efforts on improving the Human Resource process.** It has required a great deal of time and energy to get us where we are at today, and we still have a long way to go.

BUSINESS OF THE SUPERINTENDENT: ESC (Resolution #3154)  
[See Minute Page #0602]

Upon the recommendation of Superintendent Long, it was moved by Mr. Peck and seconded by Mr. Wilt to approve the following Certified Contracts, pursuant to section O.R.C. 3319.08, Classified Contract, pursuant to section O.R.C. 3319.081 of the Ohio Revised Code and the following supplemental contracts. All personnel are subject to assignment by the superintendent and all contracts are contingent upon continuation of existing local, state, and/or federal funding; proper licensure; Ohio Bureau of Criminal Background Investigation Check; Federal Bureau of Investigation Background Check (when required).

0597

MINUTES OF THE SOUTHERN OHIO  
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

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February 25, 2014

O.R.C. 3319.081 ~ CLASSIFIED CONTRACT

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Schedule/Step Degree/Rate</u>
Jeffrey Bedard	H.C. Parent Mentor	2013-2014 SY	M/10 \$16.28 p/h

O.R.C. 3319.08 ~ CERTIFIED CONTRACTS

<u>Name</u>	<u>Length</u>	<u>Contract Dates</u>	<u>Days</u>	<u>Schedule/Step Degree/Rate</u>
*East Clinton Substitute Teachers	1 yr.	2013-2014 SY	as needed	\$85.00 per diem

*\*see attached.*

O.R.C. 3319.08 ~ CERTIFIED CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Length</u>	<u>Contract Dates</u>	<u>Schedule/Step Degree/Rate</u>
Martin McGinley	School Psychologist	1 yr.	2014-2015 SY	B/25 M \$66,495.00

SUPPLEMENTAL CERTIFICATED CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Schedule/Step Salary</u>
Missy Marsh	Extended Service	2013-2014 SY	B/5/M \$227.711 per diem
Martin McGinley	Extended Service	2014-2015 SY	B/25 M \$325.956 per diem
Jason Vesey	Extended Service	2013-2014 SY	B/14/M \$301.397 per diem

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

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

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**February 25, 2014**

---

**APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #3155)**

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. West to approve out of state travel for **Kim Adams** to attend a Teaching and Learning 2014 Conference in Washington DC on March 14-15, 2014.

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

**2014 FOUR COUNTY BOARD MEETING (Resolution #3156)**

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mr. Peck to invite board members, superintendents, treasurers, and other administrators to a dinner meeting of the boards of education of the twelve school districts of Adams, Clinton, Fayette, and Highland Counties on March 20, 2014 to be held at Southern State Community College, Hillsboro, OH.

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

**HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3157)**

Upon the recommendation of Superintendent Long and the Hopewell Regional Advisory Council, it was moved by Mr. Mount and seconded by Mrs. Gausman to approve the following:

**Personnel Contract**

**SUBSTITUTE INTERPRETER CONTRACT**

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Salary Schedule/Step/ Rate</u>
Jason Simpson	Substitute Interpreter	2013-2014 SY	\$10.00 p/h

*\*After 20 consecutive days at the same assignment, Substitute Interpreter's rate of pay is \$12.15 p/h.*

Jason Simpson	Substitute Interpreter	2013-2014 SY	Interp/0 \$17.29 p/h
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*\*These contracts are for providing interpreting services for hearing impaired/deaf employees in attendance at the Region 14-Hopewell Center Hearing Impaired/Deaf Teacher Team Meetings, pre-approved professional development opportunities, District IEP and ETR Meetings and District requested interpreting at summer and school extracurricular activities/events.*

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

0599

**MINUTES OF THE SOUTHERN OHIO  
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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Long discussed the following with the board:

1. Newspaper articles were shared featuring the Southern Ohio ESC board's reorganization and the area superintendents meeting with Ohio Board of Regent's Chancellor, John Carey.
2. Four County Board Meeting Tentative agenda was shared.
3. Shared a list of all current employees and their contract status.
4. Shared information regarding the Southwestern Ohio School Boards Association Annual Spring Conference. Four of the SOESC Governing Board Members will be honored for years of service.
5. Provided board members a copy of the 2014 OSBA's Legislative Platform.
6. Southern Ohio ESC employee, Paula Armstrong's home burned. SOESC employees generously donated nearly \$1,100 in cash, numerous clothing items, household wares and other items.
7. SOESC Finance Committee (Martha Gausman, Richard Peck and Roger West) were reminded to bring their calendars to plan a finance committee meeting.
8. Shared with the board that Manchester Local Schools have withdrawn from cooperative.
9. Shared that both the Clinton-Massie Local Schools and Hillsboro City Schools superintendent searches are going very well.
10. SOESC/OSBA professional development for board members will be held on April 3<sup>rd</sup> at the SOESC office.

*Mr. Wilt questioned OSBA's involvement with superintendent/treasurer's searches and how it affects the ESC.*

*Mr. Hill thanked Tony for hosting Race to the Top meetings.*

*Mr. Luck thanked Alleyn and Tony for the job they do and thanked Board Members for their work & support.*

ADJOURNMENT (Resolution #3158)

It was moved by Mr. Luck to adjourn to meet again in regular session on March 20 at **5:30 p.m.** in room 436 at Southern State Community College, 100 Hobart Drive, Hillsboro, OH.

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

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Board President

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Treasurer

CLINTON COUNTY EDUCATIONAL SERVICE CENTER  
 FY 2014 PERMANENT APPROPRIATIONS

0600

ACCOUNT TOTAL

FUND OBJECT SCG DESCRIPTION

		July	January	February	March	April	May	June	TOTAL
GENERAL FUND									
001	100	0000	SALARIES	\$ 2,254,402.40					\$ 2,317,647.49
001	200	0000	FRINGE BENEFITS	\$ 935,936.55					\$ 935,416.99
001	400	0000	PURCHASED SERVICES	\$ 288,929.47	\$ 1,543.14				\$ 341,042.61
001	500	0000	SUPPLIES & MATERIALS	\$ 42,575.00					\$ 46,775.00
001	600	0000	CAPITAL OUTLAY	\$ 20,000.00					\$ 29,600.00
001	800	0000	OTHER OBJECTS	\$ 49,149.16					\$ 52,942.00
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 1,130,000.00					\$ 1,130,000.00
GENERAL FUND TOTAL									\$ 4,853,424.09
OTHER FUNDS									
001	9001		GIFTED GENERAL FUND	\$ 253,076.00					\$ 253,076.00
001	9018		STAFF DEVELOPMENT GENERAL FUND	\$ 116,802.77	\$ 5,410.00				\$ 122,212.77
001	9040		GREENFIELD CITY COUNTY GENERAL FUND	\$ 105,578.16					\$ 112,146.37
001	9041		HILLSBORO CITY COUNTY GENERAL FUND	\$ 29,654.85					\$ 38,362.11
001	9042		WASHINGTON C.H. CITY COUNTY GENERAL FUND	\$ 19,650.03					\$ 24,115.07
001	9043		WILMINGTON CITY COUNTY GENERAL FUND	\$ 15,778.37					\$ 30,224.27
001	9050		TERMINATION / RETIREMENT BENEFITS FUND	\$ 113,293.38					\$ 113,293.38
007	0000		UNCLAIMED FUNDS	\$ 11.00					\$ 11.00
008	9271		WADDELL FUND	\$ 53,800.00					\$ 53,800.00
014	9138		MEDIA CENTER FUND	\$ 29,772.18					\$ 34,172.01
014	9197		ALTERNATIVE SCHOOL CLINTON COUNTY FUND	\$ 139,991.05					\$ 139,991.05
022	0000		HOPEWELL LEGAL DEFENSE FUND	\$ 25,001.29					\$ 25,001.29
022	9245		HOPEWELL GENERAL FUND	\$ 4,169,565.00					\$ 4,353,707.00
022	9500		D.A.R.E AGENCY FUND	\$ 30,973.25					\$ 30,973.25
463	9013		ALTERNATIVE CHALLENGE FY14 FUND	\$ 44,359.00					\$ 44,359.00
451	9412		ONENET CONNECTIVITY FY14 FUND						\$ 900.00
499	9005		STATE SUPPORT TEAM FY13 FUND	\$ 7,095.80					\$ 7,095.80
499	9006		STATE SUPPORT TEAM FY14 FUND	\$ 100,000.00					\$ 100,000.00
506	9100		eTPES FY14 FUND	\$ 14,700.00					\$ 14,700.00
506	9451		OPES FY13 FUND	\$ 168,673.80					\$ (2,225.00)
516	9222		IDEA PART B FY13 FUND	\$ 1,017,492.96					\$ (20,758.39)
516	9223		IDEA PART B FY14 FUND	\$ 2,225.89					\$ 600.73
515	9805		PARENT MENTOR FY13 FUND	\$ 25,000.00					\$ 25,000.00
516	9806		PARENT MENTOR FY14 FUND	\$ 46,659.00					\$ 46,659.00
587	9505		EARLY LEARNING DISCRETIONARY FY14 FUND	\$ 19,800.00					\$ (10,094.20)
590	9002		OTES FY13 FUND	\$ -					\$ 18,900.00
590	9003		OTES FY14 FUND	\$ 5,539.40					\$ 18,900.00
599	9506		SPDG FY13 FUND						\$ (18,615.94)
599	9507		SPDG FY14 FUND	\$ 37,500.00					\$ 61,655.34
599	9601		UD - PARAPROFESSIONAL FY12 FUND	\$ 1,501.78					\$ 1,501.78
599	9602		UD - PARAPROFESSIONAL FY13 FUND	\$ 20,983.45					\$ 20,983.45
OTHER FUNDS TOTAL				\$ 39,043.14	\$ 5,410.00	\$ -	\$ -	\$ -	\$ 6,828,672.29
Monthly Appropriation Changes				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL APPROPRIATIONS - ALL FUNDS				\$ 39,043.14	\$ 5,410.00	\$ -	\$ -	\$ -	\$ 11,682.78

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2014 PERMANENT APPROPRIATIONS

11/18/2014

0601

Notes:

General Fund - Staff Wellness Dollars \$9,786.36 (additional funds from the EPC expected)  
General Fund - Tuition Reimbursement for all staff collectively \$7,000.00  
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 \$1,080,000.00  
General Fund - Building Fund \$50,000.00 FY 2014 then an additional \$25,000.00 per year until FY 2018  
Hopewell General Fund - Emergency Fund - 3 months of expenses \$820,000.00  
Hopewell General Fund - Building Fund \$100,000.00 - (HVAC, siding, updates, repair, etc...)  
Hopewell General Fund - Termination / Retirement Benefits setaside \$30,000.00

Transfers: (To be made FY 2014 - more information to follow)

Greenfield City County Agreement remaining cash to the General Fund \$117,381.17.  
Hillsboro City County Agreement remaining cash balance to the General Fund \$38,362.11.  
Washington CH City County Agreement remaining cash balance to the General Fund \$18,849.66.  
Wilmington City County Agreement remaining cash balance to the General Fund \$30,224.27.

\*Note: City County Agreement expenses and revenues will be accounted for in the General Fund beginning FY 2014. The dollars associated with the agreements will be credited to the city county districts through the invoicing process. The dollars transferred to the General Fund will also be credited to the city county districts through the invoicing process.

Media Center remaining balance to the General Fund (Due to the closing of the Media Center) \$35,218.04  
Alternative School Fund to the Termination Benefits Fund for severance setaside \$11,600.00.  
Gifted Fund to the Termination Benefits Fund for severance setaside \$23,800.00  
Hopewell Legal Defense Fund remaining balance to the Hopewell General Fund \$25,001.29



East Clinton Substitute List  
February 25, 2014 SOEESC Board Meeting

Created 2/17/2014

Last	First
1 Baxter Gardner	Angela
2 Beiting	Heather
3 Douglas	Keri
4 Evans	Katelyn
5 Fuchs	Anna
6 Miller	Sarah
7 Moore	Ingrid

0602

