

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

**REGULAR MEETING**

**February 23, 2016**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, February 23, 2016 at 6:30 p.m. at the Southern Ohio Educational Service Center for its regular monthly meeting. Members present were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck and Mr. West along with Treasurer Rachel Meyer and Superintendent Tony Long. Mr. Wilt was unable to attend.

*Mr. Peck thanked Mr. Hill for filling in during last month's board meeting. He also thanked Martha for becoming Legislative Liaison and others who filled board positions.*

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3509)

It was moved by Mr. Luck and seconded by Mr. Hill 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 #3510)

It was moved by Mr. Lane and seconded by Mrs. Gausman that the January 26, 2016 meeting minutes be approved as presented.

Six board members approved the motion with an abstention from Mr. Peck. President of the board, Mr. Peck, declared the motion carried.

Meeting was opened for public participation. None received.

GREAT OAKS ITCD REPORT

Mr. Lane updated the board on the February 2016 Great Oaks ITCD Board Meeting. The following bullets are highlights from his report:

- Lease agreement renewed for this location.
- Two new programs for sophomores: construction and aviation.
- Laurel Oaks has several students in placement programs earning \$15.00 per hour.
- Master Facility Plan – MSA Architects reviewed the status of buildings and discussed future programming needs with staff. The result is a plan with options so that Great Oaks can continue to offer quality career programming – both now and in the future – while being fiscally responsible.

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GREAT OAKS ITCD REPORT (Cont.)

- Satellite Programming – The mission of Great Oaks is to prepare students for careers. In recent years, more of that preparation is occurring through Satellite Programs, particularly in STEM and career exploration in middle schools. 13,228 students are presently served in 25 affiliated districts.
- Levy preparation – Since Great Oaks funding comes from a ten mil levy, which expires in 2020, work has begun on preparing for 2018 ballot issue.

LEGISLATIVE LIAISON REPORT

No report was given.

*Tony added that we have communicated with Ohio School Boards Association regarding our new board president, legislative liaison, etc. and that we are waiting to see how Every Child Succeeds Legislation plays out.*

Mr. West arrived at 6:36 p.m.

APPROVAL OF TREASURER CONTRACT REVISION (Resolution #3511)

It was moved by Mr. Mount and seconded by Mrs. Charters to revise the treasurer's contract to include a salary increase beginning August 1, 2016 at an annual rate of \$77,000, as stated in the contract addendum. A five year extension beginning August 1, 2017 to July 31, 2022. \*Treasurer would not be eligible for any other cost of living adjustment as determined by the Board for the 2016-17 school year.

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

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3512)

It was moved by Mr. Luck and seconded by Mr. Hill that the paid bills for the previous month be approved as presented, for a total of \$787,612.13.

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

1. **Reminder Financial Disclosure Forms Due May 16, 2016:**

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

2. **Fiscal Office Update:**

- Mary Camp and I sent out the week of February 8<sup>th</sup> the fourth of six invoices of the year for primary services for Hopewell and ESC.
- On February 5<sup>th</sup> we received the Fiscal Review Summary from Mark Lynskey, Education Program Specialist at the Office for Exceptional Children. If you recall, he conducted a Fiscal Review on December 8, 2015 where myself, Tony, Beth and other key staff at Region 14 were in attendance. The purpose of his visit was to review the use of Part B funds awarded to the SST as well as the general funds awarded to support the activities in the Performance Agreement for Ohio's State Support Teams.

He was very complementary of the SST and ESC in the summary and there were no corrective actions that needed to take place in the areas reviewed (statement of accounts, payroll/non-payroll expenditures, equipment expenditures and inventory policy and procedures). Thank you to Beth Justice, Tony Long, Stephanie Huber, Megan Thompson and Sherry Campton for making the review a success.

- On February 5<sup>th</sup>, I met with Staci Reiley, Audit Manager for the Post Audit Waiver Meeting. Our FY2015 audit is complete and was released to the public on February 23, 2016. The SOESC received an "unmodified opinion" which is the highest opinion an entity can receive for an audit. As a result, the SOESC has also received the Auditor of State Award. Thank you to Mary Camp, Megan Thompson and Amanda Ely for a job well done.
- On February 10, 2016 we successfully completed the Worxtime Audit Wizard 1095 form certification. This final step of the Affordable Care Act reporting process provided acknowledgement and approval to release the 1095-C forms to our employees as well as file our 1094-C transmittal form to the IRS.
- I am currently preparing for meetings with member school districts to review SOESC services, including Region 14, for FY2016 and FY2017. Tony, Beth and I will begin these meetings on February 29 and Beth and I will end with those districts in Brown County on March 23, 2016; a total of 8 days with 17 member school districts.

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TREASURER DISCUSSION ITEMS (Cont.)

- On January 29<sup>th</sup> we received approval of the FY2016 Indirect Cost Rate. Approval of this rate is required as it provides the percentage that we can charge to federal grants for a fiscal fee. The FY2016 approved rate is 3.74% down from 5.79% in FY2015. The rate is determined by entering data into an ODE worksheet from a prior fiscal year's expenditures. There has been a change in how the rate can be applied to the grants. In previous fiscal years; the grant allocation times the approved indirect cost rate equaled the total fiscal fee that we could charge to a federal grant. Beginning this year, there are unallowable and excluded costs (rent, equipment, food purchases, portion of contracts exceeding \$25,000) that must be deducted from the grant allocation prior to applying the indirect cost rate. This change will result in an estimated \$35,000 loss in fiscal fees from federal grants. Though I always try to be conservative in my revenue estimates and estimate a little higher for expenditures; this loss in funding could negatively impact net income on June 30, 2016.

**3. Professional Development:**

- On March 4, 2016, I will attend a 16L Staff EMIS webinar provided by MVECA to complete the data input for the FY2016 Staff/Course Reporting collection that will be due by April 1, 2016.

PERSONNEL CONTRACT AGREEMENT(S) (Resolution #3513)

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. West that the board approve 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:

**[See Minute Page #959-960]**

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

APPROVAL OF THE SOUTHERN OHIO ESC STAFF HANDBOOK (Resolution #3514)

Upon the recommendation of Superintendent Long, it was moved by Mr. Hill and seconded by Mr. Lane to approve the *revised* Southern Ohio ESC Staff Handbook.

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 UPDATE(S) (Resolution #3515)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mrs. Charters to approve the following policy manual update:

**New Policy:**

EEAE                      Student Transportation in Private Vehicles

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

APPROVAL OF SERVICE CONTRACT(S) (Resolution #3516)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Gausman and seconded by Mr. Mount to approve the following service contract(s) as listed:

**SERVICE CONTRACT(S)**

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>	<u>Travel</u>
Argonaut/Trident	tbd	Consulting Agreement 2-yr extension	2016-2017 2017-2018	tbd	----

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

APPROVAL OF OUT OF STATE TRAVEL REQUEST (Resolution #3517)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Charters and seconded by Mr. West to approve out of state travel for **Tracy Dendinger** to attend the CASE (Curriculum for Agricultural Science Education) Executive Committee Meeting in Minneapolis, MN on April 21-23, 2016.

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



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APPROVAL OF OHIO TEACHING EVALUATION SYSTEM MEMORANDUM OF UNDERSTANDING (Resolution #3518)

Upon the recommendation of Superintendent Long, it was moved by Mr. Hill and seconded by Mrs. Charters to approve the OTES Memorandum of Understanding between the Southern Ohio Educational Service Center Board and the Southern Ohio Educational Service Center Teaching Staff effective February 24, 2016.

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

HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3519)

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 Agreement(s)**

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:

[See Minute Page #961]

**Out of State Travel Request**

Out of State Travel request for Shannon Tise, Erin Bales and Paula Armstrong to attend the American Occupational Therapy Association National Conference in Chicago, IL on April 7-8, 2016.

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Long shared the following with the board:

1. Included media releases regarding Chrissy being appointed to the board, the most recent SOESC newsletter and the professional growth/meeting schedule.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

Superintendent Long shared the following with the board:

2. A tentative agenda for next month's four county dinner meeting. The board will meet at 5:30 p.m. in room 306A at Laurel Oaks.
3. A listing of all current employees and their contract status was shared with board members.
4. The Finance Committee met on February 17<sup>th</sup> and plans to meet again on March 21<sup>st</sup> at 2:00 p.m.
5. Congratulated the Fiscal Team for a "Clean" State of Ohio Audit and a "Clean" Ohio Department of Education State Support Team Audit.
6. Jim Luck will be honored at the Southwest Region Ohio School Board's Association Spring Conference on March 8<sup>th</sup> at Great Oaks.
7. The Ohio Department of Education will release the 2014-15 student achievement data on February 25<sup>th</sup>.
8. The Clinton-Massie Superintendent Search posting will end on February 25<sup>th</sup>.
9. The next Ohio School Board Association/Southern Ohio ESC professional development for board members will be on May 3<sup>rd</sup>.
10. I have received many positive responses regarding a day of volunteering at Kamp Dovetail. Linda Allen was overwhelmed with emotion when I shared the idea. She asked me to thank the board. She plans to do a presentation at our June 28<sup>th</sup> board meeting at Region 14 (if the board chooses to move the meeting there).

ADJOURNMENT (Resolution #3520)

It was moved by Mr. Luck to adjourn to meet again in regular session on March 22, 2016 at **5:30 p.m.** in room **306A** at Laurel Oaks CDC, Wilmington.

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

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BOARD PRESIDENT

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TREASURER

# Employment Recommendations

Highlighted entry denotes additional agenda item

Last Name	First Name	Tentative Position	Contract Beg.	Contract End	Length of Contract	Days as needed	Schedule	Step	Degree	Amount	Pay Type	Contract Type	Comments	Additional Agenda Item	Board meeting Date
Garrison	William	Educational Aide	2015	2016	1		1	1	No Degree on Schedule	\$ 9.23	Hourly	Classified Employee		X	2/23/2016



East Clinton Local Schools  
SUBSTITUTE TEACHERS FOR THE 2015-2016 SCHOOL YEAR

February 23, 2016

The following Substitute Teachers have met all the requirements of the Southern Ohio Educational Service Center and are ready to be approved at your Local Board Meeting.

	First Name:	Last Name:
1.	BETH	COMBS
2.	TYLER	HAYSLIP
3.	JANE ANN	MILLER
4.	SHEA	PROCTOR
5.	PEGGY	SHAW-MCBEE
6.	COREY	SOLDANO
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

### Employee Recommendations

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Last Name	First Name	Tentative Position	Contract Beg.	Contract End	Length of Contract	Days	Schedule	Step	Degree	Amount	Pay Type	Contract Type	Comments	Additional Agenda Item	Board meeting Date
	Mitty	Subacute Physical Therapist	2015	2016	1	as needed	OT/PT/M	0	Masters	\$ 36.52	Hourly	Certified Substitute			2/24/2016