ORGANIZATIONAL MEETING

January 28, 2014

The Southern Ohio Educational Service Center Governing Board met on Tuesday, January 28, 2014 at 6:30 p.m. at the Southern Ohio ESC in Clinton County for its organizational meeting.

OATH OF OFFICE

The Oath of Office was administered to Jim Clawson, Martha Gausman, Dennis Mount and Richard Peck by Treasurer Universaw per Board Policy BBBB.

ROLL CALL

Members present were Mr. Clawson, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West and Mr. Wilt along with Roy Alleyn Unversaw Jr., Treasurer and Tony Long, Superintendent.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3124)

It was moved by Mr. Lane and seconded by Mr. Wilt to approve the agenda as revised.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Mount, declared the motion carried.

MINUTE APPROVAL (Resolution #3125)

It was moved by Mr. Peck and seconded by Mr. West that the December 17, 2013 meeting minutes be approved as presented.

The board members present unanimously approved the motion. President Pro Tempore of the board, Mr. Mount, declared the motion carried.

Meeting was opened for public participation. None received.

NOMINATION AND ELECTION OF PRESIDENT (Resolution #3126)

Mr. Hill was nominated by Mr. Lane and seconded by Mr. West for President of the Governing Board for 2014.

It was moved by Mr. Clawson that nominations be closed and that Mr. Hill be elected President.

ORGANIZATIONAL MEETING

January 28, 2014

Eight board members approved the motion with an abstention from Mr. Hill. President Pro Tempore of the board, Mr. Mount, declared the motion carried and turned the meeting over to Mr. Hill.

NOMINATION AND ELECTION OF VICE PRESIDENT (Resolution #3127)

Mr. Clawson was nominated by Mr. Luck and seconded by Mr. Peck for Vice President of the Governing Board for 2014.

It was moved by Mr. Mount that nominations be closed and that Mr. Clawson be elected Vice President.

Eight board members approved the motion with an abstention from Mr. Clawson. President of the board, Mr. Hill, declared the motion carried.

APPOINTMENT OF FINANCE COMMITTEE

Board President, Mr. Hill, appointed Mr. West, Mrs. Gausman and Mr. Peck to serve as the finance committee through December 31, 2014.

APPOINTMENT OF LEGISLATIVE LIAISON

Board President, Mr. Hill, appointed Mr. Peck to serve as the board's legislative liaison through December 31, 2014.

RESOLUTION OF APPOINTMENT TO GREAT OAKS GOVERNING BOARD (Resolution #3128) [See Minute Page # 0588-0589]

It was moved by Mr. Peck and seconded by Mr. Luck to approve the following resolution of appointment of G. Rodney Lane to the Great Oaks Institute of Technology and Career Development Governing Board from January 2014 – December 2016.

Eight board members approved the motion with an abstention from Mr. Lane. President of the board, Mr. Hill, declared the motion carried.

ORGANIZATIONAL MEETING

January 28, 2014

ESTABLISHMENT OF A SERVICE FUND (Resolution #3129)

In accordance with O.R.C. 3315.15, it was moved by Mr. Wilt and seconded by Mr. Luck that the board has the authority to establish a service fund in the amount of \$7,500.00 for 2014.

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

AUTHORIZATION OF THE TREASURER TO INVEST FUNDS (Resolution #3130)

It was moved by Mr. Clawson and seconded by Mr. West that the Treasurer shall be permitted to invest all board active and interim funds in the best interest of the board at the Treasurer's discretion for 2014. All such investments shall be presented for board review at the next regular board meeting.

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

AUTHORIZATION OF THE TREASURER TO PAY BILLS (Resolution #3131)

It was moved by Mr. Wilt and seconded by Mr. Lane that the Treasurer be authorized to pay bills as goods are received or services are performed and properly invoiced. A listing of paid bills shall be submitted for the board to review at each regular monthly meeting.

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

APPOINTMENT OF BOARD DESIGNEE (Resolution #3132)

It was moved by Mr. Luck and seconded by Mr. Peck that the acting treasurer be appointed as the board designee to attend public records training each election term as per Board Policy KBA.

ORGANIZATIONAL MEETING

January 28, 2014

<u>AUTHORIZATION OF THE SUPERINTENDENT TO TEMPORARILY EMPLOY</u> (Resolution #3133)

It was moved by Mr. Mount and seconded by Mr. Wilt that the Superintendent be authorized to temporarily employ personnel during times when the board is not in session in 2014. Such employment will be presented for approval at the next regularly scheduled board meeting. Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy.

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

<u>AUTHORIZATION OF THE SUPERINTENDENT TO ACCEPT RESIGNATIONS</u> (Resolution #3134)

It was moved by Mr. Peck and seconded by Mr. Clawson that the Superintendent be authorized on behalf of the board to accept resignations which have been submitted by employees during times when the board is not in session in 2014, subject to ratification by the board; provided however, that upon ratification by the board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance.

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

<u>AUTHORIZATION OF THE SUPERINTENDENT TO APPROVE ATTENDANCE AT PROFESSIONAL MEETINGS</u> (Resolution #3135)

It was moved by Mr. Luck and seconded by Mr. Lane to authorize the Superintendent to approve attendance at in-state professional meetings for all staff members in 2014, subject to board policy DLC and DLC-R.

ORGANIZATIONAL MEETING

January 28, 2014

<u>AUTHORIZATION OF THE SUPERINTENDENT TO ACT AS PURCHASING AGENT</u> (Resolution #3136)

It was moved by Mr. West and seconded by Mr. Peck that the Superintendent be authorized for 2014 to act as purchasing agent in the district with authority to contract for services, supplies, materials, and equipment within approved appropriations.

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

<u>AUTHORIZATION OF THE SUPERINTENDENT TO APPLY FOR AND EXPEND FEDERAL MONIES</u> (Resolution #3137)

It was moved by Mr. Mount and seconded by Mr. Wilt that the Superintendent be authorized for 2014 to receive and expend federal money within the approved appropriations.

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

SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS (Resolution #3138)

It was moved by Mr. Clawson and seconded by Mr. Luck that the following 2014 training programs be approved for compensation per board policy BHBA along with all other pertinent events held by OSBA, OESCA and OASBO:

Program	<u>Date</u>
SWOSBA/Spring Conference	March 11, 2014
OSBA/ESC Workshop	tba
OSBA/OASBO Treasurers' Clinic	tba
OSBA/Fall Conference	tba
OSBA/Capital Conference	November 9-12, 2014

ORGANIZATIONAL MEETING

January 28, 2014

CALENDAR YEAR 2014 SOUTHERN OHIO EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING DATES (Resolution #3139)

It was moved by Mr. Luck and seconded by Mr. Peck that regular governing board meetings be held the 4th Tuesday of the month, as listed, at the Southern Ohio Educational Service Center in Clinton County, unless otherwise announced in conformity to law.

February 25	6:30 p.m.	August 26	7:00 p.m.
March 18	5:30 p.m.	September 23	7:00 p.m.
April 22	7:00 p.m.	October 28	7:00 p.m.
May 27	7:00 p.m.	November 25	6:30 p.m.
June 24	7:00 p.m.	December 16	6:30 p.m.
July 22	7:00 p.m.		0.50 p.m.

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

Due to the availability of the speaker, the March meeting date was rescheduled for March 20, 2014 after the board passed this resolution.

<u>APPROVAL OF OHIO SCHOOL BOARDS ASSOCIATION 2014 MEMBERSHIP</u> (Resolution #3140)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mr. Clawson to approve membership in the Ohio School Boards Association for 2014 at a cost of \$2,764.00 including the electronic copies of the Briefcase Subscription and School Policy Management News.

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

RESOLUTION OF SUPPORT FOR EAST CLINTON LOCAL SCHOOL DISTRICT PERMANENT IMPROVEMENT LEVY (Resolution #3141) [See Minute Page #0590]

It was moved by Mr. Luck and seconded by Mr. Mount to approve the following resolution of support for the renewal of their current five year three mill permanent improvement levy as a three mill continuing permanent improvement tax levy to be placed before voters of the **East Clinton Local School District** at the May 6, 2014 election.

ORGANIZATIONAL MEETING

January 28, 2014

GREAT OAKS ITCD REPORT

Due to Mr. Lane not being appointed by the SOESC Board at the time of the Great Oaks Board January meeting, there was no report to be given.

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:

• SB 229 is legislation seeking to modify some requirements under the Ohio Teacher Evaluation System to allow for more flexibility.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3142)

It was moved by Mr. Wilt and seconded by Mr. Clawson that the paid bills be approved as presented, for a total of \$709,688.32.

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

<u>APPROPRIATION MODIFICATIONS AND AMENDMENTS</u> (Resolution #3143) [See Minute Pages #0591-0592]]

Upon the recommendation of Treasurer Unversaw, it was moved by Mr. Luck and seconded by Mr. Peck 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

1. Financial Disclosure Forms Due April 15, 2014: If you would like a paper form please let me know; otherwise, you have the ability to fill out and submit your form online.

ORGANIZATIONAL MEETING

January 28, 2014

TREASURER DISCUSSION ITEMS (Cont.)

- 2. Direct Deposit Travel Reimbursement: We now have nearly all of our employee's setup to receive direct deposit for travel reimbursement. This will save the fiscal office time by not handling paper checks (reconciling, reissuing checks, etc...). Employees will save time by not having to travel to the bank to deposit their checks.
- 3. Electronic Forms: I am working with Onbase and Applitrack to integrate both systems, meaning they will talk to each other. Onbase, in general, is our electronic filing system. Applitrack allows us to create electronic forms. The integration will allow the electronic forms to automatically be filed in Onbase with little human interference. The integration costs about \$2,000.00, but I negotiated with Hamilton County ESC to pay for all of the expense if I did all the setup and testing. We should begin testing the integration by the end of this month if all goes well.
- 4. Fiscal Team Evaluations: I will be completing evaluations for our fiscal team in the next few weeks.
- 5. Professional Development: Karla Dunlap, Payroll Specialist, and I were trained by Deb Dinnen, MVECA Software Specialist, on how to import new employees information into our fiscal software via Excel. This will save us countless hours in the future, especially if our substitute process offering grows.

EMPLOYMENT OF PERSONNEL (Resolution #3144) [Minute Page #0593]

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Lane to approve the following Certified Contract, pursuant to section O.R.C. 3319.08 of the Ohio Revised Code. 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).

O.R.C. 3319.08 ~ CERTIFIED CONTRACT

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

ORGANIZATIONAL MEETING

January 28, 2014

WADDELL SCHOLARSHIP AWARDS FOR 2014 (Resolution #3145)

Upon the recommendation of Superintendent Long and the Waddell Scholarship Committee, it was moved by Mr. Luck and seconded by Mr. Lane to establish the total number of new Gaylord and Barbara Waddell Scholarships to be awarded in 2014 at 11. Each scholarship shall be for \$1,000.00 per year, renewable for four years, with East Clinton graduates receiving 5, Clinton Massie graduates receiving 3, and Blanchester graduates receiving 3.

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

2014 FOUR COUNTY SCHOOL BOARDS MEETING (Resolution #3146)

It was moved by Mr. Clawson and seconded by Mr. West to table the motion to approve the Four County Board Meeting until the February 25, 2014 governing board meeting.

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

APPROVAL OF SERVICE CONTRACT (Resolution #3147)

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

SERVICE CONTRACT

<u>Provider</u>	Purchase Order	Service	Dates	Amount	Travel
Adams County/Ohio Valley Local School District	tbd	Evaluation Services	2013-14 SY	\$11,355.56	

^{*}Contract indemnifies ESC

ORGANIZATIONAL MEETING

January 28, 2014

HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3148)

Upon the recommendation of Superintendent Long, and the Hopewell Regional Advisory Board, it was moved by Mr. Wilt and seconded by Mr. Luck to approve the following:

Reduction in Force:

O.R.C. 3319.081 ~ CLASSIFIED CONTRACT

<u>Name</u>	Position	Effective Date
Jason Simpson	Educational Interpreter	January 24, 2014

Personnel Contract:

Employment contracts for the following certified contract pursuant to section O.R.C. 3319.08 of the Ohio Revised Code. 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).

O.R.C. 3319.08 ~ CERTIFIED CONTRACT

Name	Tentative Position	Length	Contract Dates	Days	Schedule/Step Degree/Rate
Michael Boone	Physical Therapist	1 yr.	2013-2014 SY	As needed	P.T./7/B \$48.16 p/h

Mr. Long discussed a letter he received from Manchester. They are withdrawing from Hopewell services in FY15. Hopewell's SST will continue to serve Manchester in SST grant related initiatives.

ORGANIZATIONAL MEETING

January 28, 2014

INFORMATION/DISCUSSION ITEMS

Superintendent Long discussed the following with the board:

- 1. In recognition of Board Appreciation Month, Mr. Long thanked the Board for their service to the nearly 24,000 students located throughout Adams, Clinton, Fayette and Highland Counties.
- 2. Reminded the newly elected Board President and Vice President of their speaking parts during the March 20th four county board meeting.
- 3. Reported that no bullying occurred between July 1 and December 31, 2013.
- 4. On behalf of the entire board, Alleyn and I thanked Mr. and Mrs. Dennis Mount for hosting the December 2013 SOESC Governing Board meeting.
- 5. Currently the SOESC is assisting two member school districts (Clinton-Massie and Hillsboro) with Superintendent Searches.
- 6. The Board completed my evaluation and I met with Dennis to review the summary of my evaluation. I shared a copy of the board's summary and my self-evaluation containing my 2013-14 goals and my 2014-15 goals. Dennis asked that the evaluation instrument be changed. I plan to give this attention after the Four County Meeting and the Superintendent Searches are complete.
- 7. The Bus In-service date is March 12th beginning at 6:15 p.m. at Laurel Oaks. All board members are invited to attend. The Ohio School Boards Association will conduct their annual spring meeting on March 11th at Scarlet Oaks. Four of our board members will be recognized for years of service: Dennis Mount, 20 years; Jim Clawson, Richard Peck and Corky Wilt, 15 years.

ADJOURNMENT (Resolution #3149)

It was moved by Mt. Luck and seconded by Mr. West to adjourn to meet again in regular session on February 25, 2014 at 6:30 p.m. at the Southern Ohio Educational Service Center, 3321 Airborne Road, Wilmington.

BOARD PRESIDENT	TREASURER

Southern Ohio Educational Service Center Governing Board



January 28, 2014

Resolution of Appointment to Great Oaks Institute of Technology and Career Development Governing Board

WHEREAS, Great Oaks Institute of Technology and Career Development ("Great Oaks") Joint Vocational School District ("JVSD") has a vacancy on its board;

WHEREAS, Southern Ohio Educational Service Center Governing Board ("SOESC") is a member of the Great Oaks JVSD and is authorized by the Great Oaks "plan" on file with the State Board of Education to appoint an individual ("Appointee") to fill the vacancy;

WHEREAS, SOESC has reviewed the statutory requirement for making the appointment, including those in Ohio Revised Code 3311.19 (as amended) and its requirements that JVSD Board members have experience as chief executive officers, chief financial officers, human resources managers, or other business, industry, or career counseling professionals who are qualified to discuss the labor needs of the region with respect to the regional economy; and the requirement that JVSD board members represent employers in the region served by Great Oaks and be qualified to consider the state's workforce needs with an understanding of the skills, training, and education needed for current and future employment opportunities in the state; and the requirement that JVSD Board members be selected based on the diversity of the employers in the territory served by Great Oaks;

WHEREAS, SOESC has performed and documented its due diligence in considering the Appointee's qualifications, including the Appointee's qualifications to meet the legal requirements to serve;

WHEREAS, SOESC is party to a Memorandum of Understanding ("MOU") (attached) with Great Oaks and the other school districts that make up the JVSD and this appointment is in keeping with the terms of the MOU;

NOW, THEREFORE BE IT RESOLVED that Southern Ohio Educational Service Center Governing Board appoints G. Rodney Lane to the Great Oaks Institute of Technology and Career Development Governing Board for a three-year term of office to commence on January 2014 and expire on December 2016.

Roy allem University
Treasurer

Mithemy L. Leng
Superintendent

Southern Ohio Educational Service Center Governing Board



Resolution #3141

January 28, 2014

In Support of the East Clinton Local Schools Permanent Improvement Tax Levy

Whereas, the Southern Ohio Educational Service Center Governing Board recognizes the need to provide for a sound educational programs and facilities for the students of Adams, Clinton, Fayette and Highland County, and

Whereas, the East Clinton Local School District Board of Education has determined a need to renew their current five year three mill permanent improvement tax levy as a three mill continuing permanent improvement tax levy, and

Whereas, the residents of the East Clinton Local School District will be asked on May 6, 2014 to vote for the renewal of their three mill permanent improvement levy as a continuing levy,

Therefore, be it resolved that the Southern Ohio Educational Service Center Governing Board expresses its strong support for the renewal of the permanent improvement levy and encourages the citizens of the East Clinton Local Schools to vote for passage of such.

\$ 11,676,686.5

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SOUTHERN OHIO EDUCATIONAL SERVICE CENTER FY 2014 PERMANENT APPROPRIATIONS

Notes

General Fund - Staff Wellness Dollars \$9,786.36 (additional funds from the EPC expected) Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis General Fund - Tuition Reimbursement for all staff collectively \$7,000.00

Confingencies:

General Fund - Building Fund \$50,000.00 FY 2014 then an additional \$25,000.00 per year until FY 2018 Hopewell General Fund - Building Fund \$100,000.00 - (HVAC, siding, updates, repair, etc...) Hopewell General Fund - Emergency Fund - 3 months of expenses \$820,000.00. Hopewell General Fund - Termination / Retirement Benefits setaside \$30,000.00 General Fund - Emergency Fund -4 months of expenses \$1,080,000.00

*Note: City County Agreement expenses and revenues will be accounted for in the General Fund city county districts through the invoicing process. The dollars transferred to the General beginning FY 2014. The dollars associated with the agreements will be credited to the Fund will also be credited to the city county districts through the invoicing process. 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. Hillsboro City County Agreement remaining cash balance to the General Fund \$38,362.11. Greenfield City County Agreement remaining cash to the General Fund \$117,381.17. Transfers: (To be made FY 2014 - more information to follow)

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. Hopewell Legal Defense Fund remaining balance to the Hopewell General Fund \$25,001.29 Gifted Fund to the Termination Benefits Fund for severance setaside \$23,800.00

East Clintc.. Situte List January 28, 2014 SOESC Board Meeting

Lasí	First
Grove	Alisah
McCormick	Adam
Scaletta	Katrena
Siders	Jennifer