

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR MEETING

July 23, 2013

The Southern Ohio Educational Service Center Governing Board met on Tuesday, July 23, 2013 at 7:00 p.m. at Southern Ohio Educational Service Center, Hillsboro for its regular monthly meeting. Members present were Mr. Clawson, Mr. Hill, Mr. Lane, Mr. Lewis, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West and Mr. Wilt along with Treasurer Roy Alleyn Unversaw Jr. and Superintendent Tony Long.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3061)

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

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

**Removed VI 3 Appropriation Modifications and Amendments; correction made to VII 2 (number of days for Hennison).*

MINUTE APPROVAL (Resolution #3062)

It was moved by Mr. Lane and seconded by Mr. Wilt that the June 25, 2013 meeting minutes be approved as presented.

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

PUBLIC PARTICIPATION

None received.

GREAT OAKS ITCD REPORT

Mr. Lane updated the board on the July 10, 2013 Great Oaks ITCD Board Meeting.

- The evaluations of the CEO and CFO were completed.
- 3,045 students are enrolled for the upcoming school year, of which, 504 are enrolled at the Laurel Oaks' campus.
- The JVS board composition changes were discussed.
- HB59 does not provide snow days for the JVS, which will present a problem for scheduling.
- Placement data for the class of 2012
 - 92% are employed, in the military and/or continuing their educations.
 - 45% are enrolled in the postsecondary studies.

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LEGISLATIVE LIAISON REPORT

Mr. Peck referred to the Ohio School Boards Association publication, *The Link*, Volume 23 issue 7 to update the board on Ohio's legislative matters. The following bullets are highlights from his report:

- Mr. Peck provided a copy of "The Link" to all board members.
- HB59 – the provision allowing homeschooled students to be eligible for extracurricular activities in their resident school district was discussed.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board. (See Treasurer Discussion Items.)

APPROVAL OF PAID BILLS (Resolution #3063)

It was moved by Mr. Clawson and seconded by Mr. Luck that the paid bills be approved as presented, for a total of \$954,340.03 (total of 196 checks written).

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

TREASURER DISCUSSION ITEMS

1. Appropriations

The FY 2013 Final Appropriations and the FY 2014 Initial Appropriations were included in the June 2013 minutes.

2. Audit Costs

I wanted to show the board the trend in our audit costs. The fiscal staff and I have worked extremely hard over the last several years to be more efficient not only in our daily operations, but for the audit process too. Being prepared and using the available technology, such as Onbase, has reduced our audit costs each year. You will notice a substantial decrease in FY 2012, in which, this was the first audit where Onbase was used, and it was only partially operational at that point.

Fiscal Year	Amount	Difference
2009	\$19,150.99	
2010	\$18,230.77	\$ (920.22)
2011	\$17,922.47	\$ (308.30)
2012	\$16,543.50	\$(1,378.97)

*This does not include the cost of our GAAP conversion which costs between \$8,500.00 to \$9,000.00 per year.

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3. Fiscal Reports

As I continue working to streamline the fiscal office, it became apparent that I could not leave the Board out of this process. The fiscal office spends two hours printing and collating fiscal reports for the Board each month. That is over **24 hours a year** that is spent printing these reports in the fiscal office alone, which does not include the amount of time it takes me to create the reports. On average each board member receives 30+ pieces of paper for the fiscal reports alone. For the months of July and January, each packet will contain between 60 and 70 pieces of paper for the fiscal reports due to the APPSUM and the Cash Flow Statements. We used over **900 pieces of paper** this board meeting for the fiscal reports. We use over **6,000 pieces of paper a year** for the fiscal reports. (14 packets are created each month).

Each report was reviewed and discussed with the Board. The goal was to streamline the reporting process while continuing to provide the level of fiscal oversight needed for the Board. The following was the consensus of the Board on future financial reporting:

- a) Cash Reconciliation – no longer provide.
- b) APPCOM -- no longer provide.
- c) Investment Report – provide quarterly.
- d) Appsum – provide semi-annually with Hopewell and ESC funds separately.
- e) Chekpy – provide monthly in a summarized format.
- f) Finsumm – provide quarterly with Hopewell and ESC funds separately.
- g) Cash Flow Statement – provide quarterly.
- h) Monthly Expenditure Trends – provide monthly.

BUSINESS OF THE SUPERINTENDENT: ESC (Resolution #3064)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Lewis to approve the resignation of the following personnel:

O.R.C. 3319.08 ~ CERTIFIED CONTRACT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Riane Konec	School Psychologist	June 18, 2013

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

Note: Mr. West briefly excused himself from the meeting at 8:17 p.m.

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EMPLOYMENT OF PERSONNEL AND PERSONNEL CONTRACT REVISIONS (Resolution #3065)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lewis and seconded by Mr. Peck to approve the following Certified Contracts, 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 CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Length</u>	<u>Contract Dates</u>	<u>Days</u>	<u>Schedule/Step Degree/Rate</u>
Stephanie Hennison	Speech Language Pathologist	1 yr.	2013-2014 SY	76	A/4/M \$16,527.00
Valerie Allendorf-Mendez	Speech Language Pathologist	1 yr.	2013-2014 SY	184	A/22/M \$60,905.00

Personnel Contract Revisions

Approve an amendment to the following employment contract for FY 2014 for the following personnel as listed:

O.R.C. 3319.08 ~ CERTIFICATED CONTRACT

<u>Name</u>	<u>Position</u>	<u>Current</u>	<u>Revised</u>
Michael Williamson	Gifted Intervention Specialist	A/5/B+ \$38,956.00	A/5/M \$41,505.00

**Original Board Approval Date: April 23, 2013*

SUPPLEMENTAL LIMITED CONTRACT

<u>Name</u>	<u>Tentative Position</u>	<u>Current</u>	<u>Revised</u>
Michael Williamson	Gifted Intervention Specialist	A/5/B+ \$211.717 per diem	A/5/M \$225.571 per diem

**Original Board Approval Date: June 25, 2013*

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

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APPROVAL OF OHIO ESC ASSOCIATION CODE OF PROFESSIONAL ETHICS (Resolution #3066)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mr. Luck to approve the Ohio ESC Association Code of Professional Ethics.

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

**Mr. West returned to the meeting at 8:18 p.m.*

APPROVAL OF PERFECT ATTENDANCE COMPENSATION (Resolution #3067)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mr. Wilt to approve the following employees to receive \$100.00 for obtaining perfect attendance during the 2012-2013 fiscal year. Those individuals receiving perfect attendance for the second consecutive year will receive an additional amount of \$100.00

Kimberly Adams
Linda Allen
Billy Bloom
Ted Custis
Linda Kelch
*Ron Lott
Melissa Marsh Walker
Rachel Meyer
Heather Spychala
*Linda Stepp

**Individuals receiving \$200.00 compensation.*

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

REVISION TO LIFE INSURANCE RATES (Resolution #3068)

Upon the recommendation of Superintendent Long, it was moved by Mr. Hill and seconded by Mr. Lane to approve the revision of life insurance rates from \$.095 to \$.085 per \$1,000.00 coverage.

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

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RESOLUTION FOR THE SALE OF PERSONAL PROPERTY VALUED LESS THAN TEN THOUSAND DOLLARS (Resolution #3069)

Upon the recommendation of Superintendent Long it was moved by Mr. Wilt and seconded by Mr. West to approve the resolution for the sale of personal property valued at less than ten thousand dollars, the Southern Ohio Educational Service Center Governing Board desires to conduct a private sale of a 2007 Kia Rondo with an approximate value of \$5,000.00.

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

HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3070)

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

Personnel Resignation:

O.R.C. 3319.08 ~ CERTIFICATED CONTRACT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Marin Applegate	Early Learning & School Readiness Consultant	July 31, 2013

Personnel Contracts:

Employment contracts for the following administrative contract pursuant to section O.R.C. 3319.02 of the Ohio Revised Code, the following certified contracts pursuant to section O.R.C. 3319.08 of the Ohio Revised Code, the following classified contracts pursuant to O.R.C. 3319.081 of the Ohio Revised Code, the following Supplemental Limited Contracts and the following substitute interpreter 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).

O.R.C. 3319.02 ~ ADMINISTRATIVE CONTRACT

<u>Name</u>	<u>Tentative Position</u>	<u>Length</u>	<u>Contract Dates</u>	<u>Days</u>	<u>Schedule/Step Degree/Rate</u>
Linda Mead	Early Learning & School Readiness Consultant	1 yr.	2013-2014 SY	184	SST/15/M \$54,541.00

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O.R.C. 3319.08 ~ CERTIFIED CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Length</u>	<u>Contract Dates</u>	<u>Days</u>	<u>Schedule/Step Degree/Rate</u>
Alexis Kirk	Early Learning & School Readiness Consultant	1 yr.	2013-2014 SY	184	SST/12/M \$52,699.00
Teresa Marion	Substitute Teacher	1 yr.	2013-2014 SY	----	Sub Rate \$90.00 per diem
Erin Mulcahey	Itinerant Teacher for Hearing Impaired/Deaf	1 yr.	2013-2014 SY	184	Itinerant M/3/M \$38,383.00

O.R.C 3319.081 CLASSIFIED CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Days</u>	<u>Schedule/Step Degree/Rate</u>
Brittany Charles	Educational Interpreter	2013-2014 SY	As Assigned	Interp/0 \$17.29
Jason Simpson	Educational Interpreter	2013-2014 SY	As Assigned	Interp/0 +\$1.00 \$18.29

**Simpson receives \$1.00 additional per hour for holding certification.*

SUPPLEMENTAL LIMITED CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Salary Schedule/Step/ Rate</u>
Alexis Kirk	Early Learning & School Readiness Consultant	2013-2014 SY	SST/12/M \$286.408
Erin Mulcahey	Itinerant Teacher for Hearing Impaired/Deaf	2013-2014 SY	Itinerant M/3/M \$208.603 per diem
Linda Mead	Early Learning & School Readiness Consultant	2013-2014 SY	SST/15/M \$296.418

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SUBSTITUTE INTERPRETER CONTRACTS
(Student/Extra-Curricular Activities)

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Rate</u>
Brie Comer	Substitute Interpreter	2013-2014 SY	\$10.00 p/h
Casey Jenkins	Substitute Interpreter	2013-2014 SY	\$10.00 p/h
Jessica Slabaugh	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 per hour.*

SUBSTITUTE INTERPRETER CONTRACTS

<u>Name</u>	<u>Tentative Position</u>	<u>Contract Dates</u>	<u>Schedule/Step</u>	<u>Rate</u>
Brie Comer	Substitute Interpreter	2013-2014 SY	Interp/0	\$17.29 p/h
Casey Jenkins	Substitute Interpreter	2013-2014 SY	Interp/0	\$17.29 p/h
Jessica Slabaugh	Substitute Interpreter	2013-2014 SY	Interp/0	\$17.29 p/h

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

SUPERINTENDENT DISCUSSION ITEMS

Superintendent Long shared the following with the board.

1. He reminded the board that the OSBA Capital Conference will be held November 11-13, 2013.
2. ODE's Preliminary Ohio Achievement Assessment Test Scores, Ohio Graduation Test Scores and District Rankings by subject and grade were provided. ODE is anticipating the release of final district report cards in late August and this information will be shared at a future board meeting.
3. Governor Kasich signed Amended Substitute House Bill 59 on June 30th as part of the biennium budget.
4. He shared a document provided from OESCA that explains in detail the effects of the HB 59 on ESCs.
5. Ohio BWC Refund was awarded to Ohio employers including school districts. Our refund for Calendar Year 2012 is \$11,268.76.
6. Policy JCF requires him to report to the Board any incidents of student-on-student intimidation, bullying or harassment that occur in our programs. We have none to report.

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SUPERINTENDENT DISCUSSION ITEMS (Cont.)

7. He would like to begin working with the EPC on potential cost estimates and savings for offering an optional high deductible health care plan beginning on October 2014.
8. A recent newspaper article and scholarship thank you were shared with the Board.
9. A new phone system has replaced our aging phone system at Region 14, Clinton County Alternative School and SOESC offices in Wilmington. We have many new features that will increase efficiency for our employees.
10. Simulated report card grades for Ohio's new career technical (JVS) accountability system were shared with the Board. Both Great Oaks and Southern Hills did very well. Information from Jay Smith, Lobbyist, OSBA dated July 2nd was also shared with the Board.
11. Board Members who are up for re-election this November were reminded to please file petitions by August 7th with the Clinton County Board of Elections.
12. Per the Board's request, I did seek additional information from Bill Phillis, Executive Director of the Ohio Coalition of Equity and Finance regarding recent activities by the Coalition. After reviewing cost analysis versus membership benefits with Ohio Coalition of Equity and Adequacy, I am recommending that the Board suspend membership with the Ohio Coalition of Equity and Adequacy for fiscal year 2014.

ADJOURNMENT (Resolution #3071)

It was moved by Mr. Luck to adjourn to meet again in regular session on August 27, 2013 at 7:00 p.m. at Southern Ohio ESC, Wilmington.

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

Board President

Treasurer

RESOLUTION FOR THE SALE OF PERSONAL PROPERTY VALUED AT LESS THAN TEN THOUSAND DOLLARS

WHEREAS, Ohio Revised Code §3313.41(A) provides that if real or personal property is valued at less than Ten Thousand Dollars (\$10,000.00), a governing board may sell the property at a private sale; and

WHEREAS, the Southern Ohio Educational Service Center Governing Board has determined that a *2007 Kia Rondo Wagon* is no longer needed for any school purpose, and it therefore wishes to sell said vehicle; and

WHEREAS, the Southern Ohio Educational Service Center Governing Board has determined that the vehicle is valued at less than \$10,000.00; and

WHEREAS, the Southern Ohio Educational Service Center Governing Board desires to conduct a private sale of the vehicle.

NOW, THEREFORE, BE IT RESOLVED by the Southern Ohio Educational Service Center Governing Board that:

SECTION I

The Southern Ohio Educational Service Center Governing Board authorizes the Superintendent or his designee to conduct a private sale in order to sell the above-described vehicle. The private sale may be accomplished by any reasonable means.

SECTION II

It is found and determined that all formal actions of this Board concerning or related to the adoption of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal actions were adopted in meetings open to the public, and in compliance with all applicable requirements of the Ohio Revised Code.

Mr. Witt moved and Mr. West seconded the motion that the above Resolution be adopted.

Upon roll call and the adoption of the Resolution, the vote was as follows:

Yeas: 9

Nays:

ADOPTED this 23rd day of July, 2013.

Roy Allen Umersand
Treasurer

8 2013

CERTIFICATE

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting on the 23rd day of July, 2013, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.

Roy Allen Unsworth
Treasurer