

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

February 28, 2017

The Southern Ohio Educational Service Center Governing Board met on Tuesday, February 28, 2017 at 6:30 p.m. at the Southern Ohio ESC in Clinton County 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, Mr. Wilt along with Rachel Meyer, Treasurer and Beth Justice, Superintendent.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3705)

It was moved by Mr. Luck and seconded by Mr. Lane to approve the agenda.

The board members present unanimously approved the motion. Vice President of the board, Mrs. Charters, declared the motion carried.

MINUTE APPROVAL (Resolution #3706)

It was moved by Mr. Mount and seconded by Mr. Peck that the January 24, 2017 meeting minutes be approved as presented.

The board members present unanimously approved the motion. Vice President of the board, Mrs. Charters, declared the motion carried.

Meeting was opened for public participation. None received.

Mr. West arrived at 6:35p.m.

GREAT OAKS ITCD REPORT

Great Oaks ITCD Report: Mr. Lane

- Summer Camp 2017 – spend a week this summer learning more about careers and getting hands on experience. Choose from aviation, car/truck mechanics, cosmetology, culinary, digital art, early childhood education, electrical, exercise science, health, heavy equipment operations, horse/animals/agriculture, or welding and machining.

June 5-9 – Diamond Oaks, Laurel Oaks, Scarlet Oaks

June 19-23 – Live Oaks

Go to: www.greatoaks.com/summercamps2017 for more information.

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GREAT OAKS ITCD REPORT (Cont.)

- Announcement of the Retirement of Treasurer and CFO – Rob Guiffre' announced his intention to retire on December 31, 2017 to the Great Oaks Board of Directors. In order to provide a smooth transition, the Board will form a Search Committee with the goal of having a new Treasurer/CFO in place by August 1, 2017.
- The Great Oaks Board approved the lease with the Southern Ohio ESC for \$25,000 per year.
- Web/Gaming apps – new programs that will be offered in the fall 2017.

LEGISLATIVE LIAISON REPORT

Legislative Liaison Report: Mrs. Gausman

- State Legislative Conference – will be held on March 15 in the Ohio Statehouse Atrium from 9 am to 1 pm. This conference provides school board members, administrators and treasurers a great venue to meet their state legislators and discuss issues impacting public education. The cost is \$135.00. You can register online at www.ohioschoolboards.org or by contacting Laurie Miller, OSBA senior manager at (614) 540-4000; (800) 589-OSBA , or Lmiller@ohioschoolboards.org.
- ODE releases draft overview of Ohio's state plan for ESSA on February 2, 2017. We urge you and your district to review the draft overview and proposal. To view go to: www.education.ohio.gov.
- State Board of Education selects leadership – Tess Elshoff of New Knoxville was elected president and Nancy Hollister of Marietta was chosen to serve as vice president. The next meeting of the state board of education will be held on February 13 and 14.

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3707)

It was moved by Mr. Peck and seconded by Mr. Luck that the paid bills for the previous month be approved as presented, for a total of \$763,870.61.

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

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TREASURER DISCUSSION ITEMS

1. Financial Disclosure Forms Due May 15, 2017:

- 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:

- Megan Thompson and I sent out the fourth of six invoices of the year for primary services for Hopewell and ESC on February 15, 2017.
- On February 15th, I met with Staci Reiley, Audit Manager to sign our Letter of Arrangement. This letter provides details to the ESC about the summary of services to be provided during the audit, identifies the person(s) completing the audit (engagement team), the auditor's responsibilities during the process as well as our responsibilities during the process. It also indicates the timeline for completion of the audit (March 30, 2017) and the cost (not to exceed \$18,942).

Each of you should have received a copy of the letter from Staci via email on February 16, 2017.

- Amanda Ely has been working diligently to complete the steps for the 1095 form certification with AF Comply. Once completed, this step of the Affordable Care Act reporting process will provide acknowledgement and approval to release the 1095-C forms to our employees as well as file our 1094-C transmittal form to the IRS. The forms are due to our employees by March 31, 2017.
- I am currently preparing for meetings with member school districts to review SOESC services, including Region 14, for FY2017 and FY2018. Beth, Jeff and I will begin these meetings on March 6 and Jeff and I will end with those districts in Brown County on March 29, 2017; a total of 10 days with 17 member school districts.

3. Professional Development:

- On February 7, 2017, I attended the Legal Updates session at Region 14. The session provided participants with the latest issues with licensure, employee contract non-renewal refresher and lame duck legislation.

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PERSONNEL CONTRACT RESIGNATION (Resolution #3708)

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

[See Minute Page #1150]

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

PERSONNEL CONTRACT AGREEMENTS (Resolution #3709)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Luck and seconded by Mr. Hill 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:

[See Minute Page #1151-1152]

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

APPROVAL OF ACCESS REGIONAL ALLIANCE MEMBERSHIP FOR 2017 (Resolution #3710)

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Gausman and seconded by Mrs. Charters to approve Access Regional Alliance membership for 2017 for a fee of \$2,911.00.

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

APPROVAL OF THE SOUTHERN OHIO ESC STAFF HANDBOOK (Resolution #3711)

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

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

Mrs. Charters recommended adding a glossary.

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APPROVAL OF THE SOUTHERN OHIO LEARNING CENTER STAFF-PARENT HANDBOOK
(Resolution #3712)

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

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the board:

1. In recognition of Administrative Assistant's Day, Mrs. Justice would like to continue the tradition that Mr. Long started three years ago and provide a luncheon for all of the Administrative Assistants in April.
2. A tentative agenda for next month's four county dinner meeting was shared. The board will be meeting in room 403.02 at Southern State Community College in Hillsboro at 5:30pm on March 28, 2017.
3. A listing of all current employees and their contract status was shared with board members.
4. The board would like to wait and schedule the first finance committee meeting for April.
5. Hillsboro City will be naming their Superintendent in a month or so. Wilmington is still accepting applications through February 22nd.
6. The ESC/OSBA Leadership Academy meeting held on February 2nd was well attended. The next ESC/OSBA Leadership Academy will be Thursday, April 27th with a light supper at 5:15pm. The topic of the final meeting for the 2016-17 school year is Negotiations 101.
7. Mrs. Justice presented the board with a handout detailing the three districts who will have issues on the May ballot. Resolutions of support from the SOESC will be recommended at our March board meeting.
8. The 2016-17 Professional Growth and Development calendar for SOESC and Region 14 was shared along with a copy of newspaper articles.
9. The Region 14 Director's position has been posted and will be open until March 10th. Interviews for the position will begin March 29th.
10. On March 10, 2017, Dan Roberts will help facilitate with SOESC and Region 14 administrative staff on creating a vision and mission statement for the organization.
11. Southern State Community College will be collaborating with SOESC to host a Summer Enrichment Program on the Wilmington and Hillsboro campuses.

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ADJOURNMENT

It was moved by Mr. Luck and seconded by Mr. Hill to adjourn to meet again in regular session on March 28, 2017 at 5:30 p.m. in room 403.02 at Southern State Community College in Hillsboro.


BOARD PRESIDENT


TREASURER

Resignation Approval Recommendation SOESC

Last Name	First Name	Tentative Position	Contract Type	Effective Date	Additional Agenda Item	Comments	Board meeting Date
O'Connor	Travis	Educational Aide	Classified Employee	2/3/2017			2/28/2017

*Highlighted Cells = Additional Agenda Item

2/7/2017

Employment Recommendations
SOESC

Highlighted entry denotes additional agenda item

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
Hampton	Jamie	Educational Aide	2016	2017	1	as needed	L	14	No Degree on Schedule	\$ 16.09	Hourly	Classified Employee			2/28/2017
Myers	Sylvia	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Classified Substitute			2/28/2017

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TO: BONNIE KELLY, SUPERINTENDENT'S SECRETARY
JOHN STANLEY, TREASURER
DEBBIE ANDERSON, TREASURER'S ASST.

FROM: JENNIFER LUDWICK, Administrative Assistant, SOESC

RE: SUBSTITUTE TEACHERS FOR THE 2016-2017 SCHOOL YEAR

DATE: FEBRUARY 15, 2017

Enclosed please find the list of qualified Substitute Teachers for the East Clinton Local Schools. The teachers indicated in "GREEN Text" are the newest additions to the Substitute Teaching List. I will keep you informed of any additions or deletions that may occur throughout the school year.

*PLEASE REMOVE JAMIE HAMPTON FROM YOUR SUB LIST SHE HAS FULL TIME EMPLOYMENT

*PLEASE REMOVE TIM WALLACE FROM YOUR LIST. He has FT employment.

*PLEASE REMOVE KIRSTIN EASTERLING FROM YOUR LIST PER HER REQUEST.

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.

	Last Name:	First Name:
1.	BORISH	JOY
2.	HALES	JUDY
3.	MYERS	SYLVIA
4.	NAYLOR	ETHEL
5.	PAVEY	CAMERON
6.	PERRY	JULIA
7.	ROSE	LINDSAY
8.	STAUFFER	SAMUEL
9.	WEBB	REGINA
10.		
11.		
12.		
13.		
14.		
15.		

EAST CLINTON LOCAL SCHOOLS