

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR MEETING

November 21, 2016

The Southern Ohio Educational Service Center Governing Board met on Tuesday, November 21, 2016 at 6:30 p.m. at Southern Ohio Educational Service Center in Wilmington for its regular monthly meeting. Members present were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West and Mr. Wilt along with Treasurer Rachel Meyer and Superintendent Tony Long. Guest in attendance was Beth Justice, Director at Region 14/Hopewell.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3655)

It was moved by Mrs. Charters and seconded by Mrs. Gausman 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 #3656)

It was moved by Mr. Mount and seconded by Mr. Wilt that the October 25, 2016 meeting minutes be approved as presented.

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

PUBLIC PARTICIPATION

Meeting was opened for public participation. None received.

SUPERINTENDENT EVALUATION AND TREASURER EVALUATION

The board members were asked to turn evaluations into board president. Mr. Peck will summarize them and schedule a time to meet with both the superintendent and treasurer.

Mr. West arrived at 6:37 p.m.

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GREAT OAKS ITCD REPORT

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

- The Campus Enrollment Report as of 10/28/16 for campuses at Diamond, Laurel, Live and Scarlet was shared with the Board.
- The Great Oaks Program Application Acceptance Procedures was shared with the Board.

LEGISLATIVE LIAISON REPORT

Mrs. Gausman shared the Ohio School Boards Association publication, *The Link*. The following bullets are highlights from her report:

- Legislative sessions held at the capital conference on November 15 and 16 were reviewed.
- Kids PAC
 - Capital Conference kicked off a new year of giving for Kids PAC (Political Action Committees). Any amount is greatly appreciated.
 - Political Action Committees are accounts from which contributions to political campaigns can be made. Kids PAC is a way for us to focus attention on our legislative agenda and to support lawmakers who believe in our goals.
 - Kids PAC was established by the OSBA Executive Committee.
 - Contributions can be made by personal check, made payable to Kids PAC, or cash up to \$100. By law, school district and corporate checks cannot be accepted. You can also go to www.kidspac.org and donate online with your credit card.
- OSBA Bill Tracker
 - For more information on all education-related legislation, log onto the Bill Tracker page at <http://www.ohioschoolboards.org/billtracker> for the latest updates including testimony, eAlerts and additional information on specific bills.

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FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3657)

It was moved by Mr. Luck and seconded by Mr. Wilt that the paid bills for the previous month be approved as presented, for a total of \$728,943.06.

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

APPROVAL OF INVESTMENTS (Resolution #3658)

It was moved by Mr. Wilt and seconded by Mrs. Gausman to approve the following investments as transacted by the treasurer:

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
11/1/2016	General	Wells Fargo	6/17/2019	1.35%	\$39,916.00
11/1/2016	Waddell	Wells Fargo	2/26/2019	1.20%	\$44,817.30

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

APPROVAL OF TRANSFER (Resolution #3659)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Hill and seconded by Mr. Mount to approve the following transfer:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
ESC General Fund (001-0000)	Termination/Retirement Benefits Fund (001-9050)	\$31,000

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

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PAYMENT OF SEVERANCE PAY (Resolution #3660)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Luck and seconded by Mrs. Gausman to approve retirement severance payout for:

Tony Long at the daily rate of \$406.694 x 56 days = \$22,774.86 to be paid upon evidence of retirement, effective December 31, 2016 per board policy GCPCA and GCPCA-R. Unused vacation shall be paid out at the time of retirement per board policy GCBE using the daily rate.

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

TREASURER DISCUSSION ITEM(S)

1. Fiscal Office Update:

- **Accounts Payable Position** – We had 15 applicants for the position and we interviewed 6 of those applicants on October 31st with second round interviews on November 7th. I am happy to report that Rhonda Cochran has accepted the Accounts Payable position beginning January 4, 2017. I believe she will be a wonderful addition to the fiscal team.
- **Census Data Examination (SERS/STRS Testing)** – The examination has been completed. On November 2nd Lauren Morris, Assistant Auditor, State Auditor's Office met with Tony and myself and reported that they noted "no exceptions or errors" regarding the examination of the census data and pensionable wages reported to SERS and STRS. "No exceptions or errors" indicate that the census data information provided for the examination was accurate and complete.
- **GAAP Conversion** - Haley Rust of Plattenburg has indicated that our FY2016 GAAP Conversion will be complete on or before Thanksgiving break. The GAAP Conversion working papers will then be forwarded to Staci Reiley, Audit Manager to complete our FY2016 Single Audit. The single audit is scheduled to begin in January 2017.
- **Travel Reimbursement Forms and Professional Development Log** - Board members need to sign their travel forms and the Professional Development Log at the Board meeting to allow the fiscal office to process payments in December.

2. Professional Development:

- On November 10, 2016, I attended the MVECA Fall Association Assembly Meeting.
- On November 13-15, 2016 I will attend the Capital Conference in Columbus
- On December 2, 2016, the entire fiscal team will attend the Calendar Year End Fiscal Meeting at MVECA.

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APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #3661)
[See Minute Page #1106]

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

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

FINANCIAL DISCLOSURE FORMS (Resolution #3662)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. West and seconded by Mrs. Charters that the financial disclosure forms fee will be a board expense instead of an individual expense.

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

PERSONNEL CONTRACT RESIGNATION(S) (Resolution #3663)

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

[See Minute Page #1107]

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

PERSONNEL CONTRACT AGREEMENT(S) (Resolution #3664)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Gausman 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 #1108-1109]

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

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PERSONNEL CONTRACT AMENDMENT(S) (Resolution #3665)

Upon the recommendation of Superintendent Long, it was moved by Mr. Luck and seconded by Mrs. Gausman to approve an amendment to the following employment contract(s) for the following personnel:

[See Minute Page #1110]

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

APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #3666)

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. Wilt to approve out of state travel for **Kimberly Douglas** to accompany her gifted (TAG) students on a field trip to Philadelphia and Gettysburg April 28 – May 1, 2017.

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

APPROVAL OF SATH MEMBERSHIP (Resolution #3667)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mrs. Gausman that the board continues membership in Supplemental Assistance to the Handicapped, Inc. (SATH) for school year 2016-2017 at a cost of \$500.00.

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

APPROVAL OF POLICY MANUAL UPDATE(S) (Resolution #3668)

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

Revised Policy Manual Updates:

AC	Nondiscrimination
ACA	Nondiscrimination on the Basis of Sex
ACA/ACAA	Nondiscrimination on the Basis of Sex
ACA-R/ACAA-R	Nondiscrimination on the Basis of Sex/Sexual Harassment Grievance Procedures
IIBH	District Websites
JFCF	Hazing and Bullying

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Revised Policy Manual Updates (Cont):

JFCF-R	Hazing and Bullying
JFG	Interrogations and Searches
JFG-R	Interrogations and Searches

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

RENEWAL OF AMERICAN FIDELITY SECTION 125 (Resolution #3669)

Upon the recommendation of Superintendent Long, it was moved by Mr. West and seconded by Mr. Luck to renew the American Fidelity Section 125 Plan Document for the Southern Ohio Educational Service Center for the period of October 1, 2016 through September 30, 2017.

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

APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #3670)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Charters and seconded by Mr. Mount to approve out of state travel for **Tracy Dendinger** to attend the 2017 National Ag Ed and FFA inservice on January 31 to February 2, 2017 in Indianapolis, IN.

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

BUSINESS OF THE SUPERINTENDENT: REGION 14 GOVERNING BOARD (Resolution #3671)

Upon the recommendation of Superintendent Long and the Region 14 Governing Board, it was moved by Mr. Hill 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 #1111]

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Personnel Contract Amendment(s)

[See Minute Page #1112]

Approval of Unpaid Leave of Absence(s)

Approval of Unpaid Leave of Absence Request for **Ashley Geeslin** from January 12 2017 – June 2, 2017.

Approval of Unpaid Leave of Absence Request for **Ben Wright** beginning December 12, 2016.

Note: Board Members had a conversation prior to adjournment regarding showing appreciation to Superintendent Long and his upcoming retirement.

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. Mr. Peck will compile both the treasurer and superintendent evaluations and schedule a time to meet with both Rachel and Tony.
2. As was anticipated, The Southern Ohio Educational Service Center did receive a subpoena from the Ohio Department of Education's Office of Professional Conduct regarding our recent resignation.
3. The State Superintendent of Public Instruction, Paolo DeMaria visited two of our districts on October 27th. This visit gave Superintendent DeMaria insight at the many wonderful things happening in our region and gave superintendents a voice to the current happenings in Columbus.
4. The December board meeting will be held at the home of Rich and Bryann Peck. Spouses are invited to attend and bring a covered dish. The board meeting will begin at 6 p.m. on December 13th (the third Tuesday of December).
5. The SOESC newsletter and the first ever SOLC newsletter were both shared with the board.
6. Board members had the opportunity to share pertinent information regarding the OSBA's Capital Conference. Mrs. Charters expressed appreciation at being able to attend the Capital Conference.
7. Nick Owens has been elected to the District 10 State Board of Education.
8. The Twentieth Annual Four County Board Meeting will be held in Hillsboro at Southern State Community College's Patriot Center with awards program/speaker in the auditorium. Pending board approval this event will be held on Tuesday, March 28, 2017.

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9. Rhonda Cochran will be moving to the fiscal office beginning January 4, 2017. She plans to complete her 300 hour internship to become a Treasurer. Her position as administrative assistant has been posted and we received 40 resumes.
10. The superintendent transition is continuing to go well.
11. Jeff Royalty has started a 10-day transition as Director of Region 14.
12. Tony expressed that he was humbled and honored by the award he received at the Capital Conference.

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mr. Lane to adjourn to meet again in regular session on December 13, 2016 at 6:00 p.m. at the home of Rich and Bryann Peck, 194 Heritage Woods Drive, Blanchester.



BOARD PRESIDENT



TREASURER

**Resignation Approval Recommendation
SOESC**

Last Name	First Name	Tentative Position	Contract Type	Effective Date	Additional Agenda Item	Comments	Board meeting Date
Aliff	Tiffany	Educational Aide	Classified Employee	11/7/2016			11/21/2016

*Highlighted Cells = Additional Agenda Item

Employment Recommendations
SOESC

11/11/2016

1108

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
Brown	Judson	Educational Aide	2016	2017	1	as needed	L	3	No Degree on Schedule	\$ 10.48	Hourly	Classified Employee			11/21/2016
Matton	Marjorie	Educational Aide	2016	2017	1	as needed	L	2	No Degree on Schedule	\$ 99.97	Hourly	Classified Employee			11/21/2016
Diliver	James	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute			11/21/2016
Snarr	Tanya	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute			11/21/2016
Yuellig	Gordon	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute			11/21/2016

EAST CLINTON LOCAL SCHOOLS
SUBSTITUTE TEACHERS FOR THE 2016-2017 SCHOOL YEAR

NOVEMBER 21, 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.

	Last Name:	First Name:
1.	Bray	Isaac
2.	Fetters	Donnette
3.	McCoy	Sarah
4.	Oliver	James "Matt"
5.	Stewart	Christina
6.	Yuellig	Gordon
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**CONTRACT AMENDMENT RECOMMENDATIONS
SOESC**

1110

Last Name	First Name	Tentative Position	Contract Beginning SY	Contract Ending SY	Change 1	Change 2	Change 3	Additional Agenda Item	Comments	Board meeting Date	RAC Meeting Date
Cochran	Rhonda	Fiscal Clerk/Accounts Payable	2016	2017	Hourly rate from \$21.30 per hour (Salary Schedule M, Step 15 + 5%) to \$20.29 (Salary Schedule M, Step 15)	Beginning 1/4/2017	N/A	Yes		11/21/2016	

*Highlighted Cells = Additional Agenda Item

Employment Recommendations
R14

11/9/20

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
Collins	Lacey	Substitute Occupational Therapy Assistant	2010	2017	1	as needed	Intern	0	No Degree on Schedule	\$ 38.16	Hourly	Classified Substitute			11/21/2016

11/8/2016

Contract Amendn Recommendations
R14

1112

Last Name	First Name	Tentative Position	Contract Beginning SY	Contract Ending SY	Change 1	Change 2	Change 3	Additional Agenda Item	Comments	Board meeting Date
Hutchinson	Patricia	Itinerant Teacher Hearing Impaired	2016	2017	Moving from Itinerant Salary Schedule, Step 1 Bachelors to Itinerant Salary Schedule, Step 1 Masters	From \$33,555 to \$37,070	N/A			11/21/2016
Hutchinson	Patricia	Itinerant Teacher Hearing Impaired	2016	2017	Supplemental contract amount from \$1,459 (Itinerant Salary Schedule, Step 1 Bachelors) to \$1,612 (Itinerant Salary, Step 1 Masters)	N/A	N/A			11/21/2016
Hutchinson	Patricia	ASL Instructor-Georgetown	2016	2017	Supplemental amount from \$26.05 per hour (Itinerant Salary Schedule, Step 1 Bachelors) to \$28.76 per hour (Itinerant Salary Schedule, Step 1 Masters)	N/A	N/A			11/21/2016

*Highlighted Cells = Additional Agenda Item