

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR MEETING

October 25, 2016

The Southern Ohio Educational Service Center Governing Board met on Tuesday, October 25, 2016 at 7:00 p.m. at Southern Ohio Educational Service Center in Hillsboro for its regular monthly meeting. Members present were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck and Mr. Wilt along with Treasurer Rachel Meyer and Superintendent Tony Long. Guest in attendance was Beth Justice, Director at Region 14/Hopewell. Mr. West was unable to attend.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3643)

It was moved by Mrs. Gausman and seconded by Mr. Lane 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 #3644)

It was moved by Mr. Luck and seconded by Mr. Hill that the September 27, 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

Jim Smith, Superintendent of Hillsboro City Schools and Terry Britton, Board President of Hillsboro City Schools were in attendance.

Mr. Long expressed our appreciation to Superintendent Jim Smith and Board President Terry Britton for the positive and supportive relationship over the years.

Mrs. Meyer presented a donation to Mr. Smith and Mr. Britton on behalf of the Southern Ohio ESC board and staff for the Hillsboro City School District Sam Barnhouse Memorial Fund.

RESOLUTION IN RECOGNITION OF THE RETIREMENT OF TONY LONG (Resolution #3645)
[See Minute Page #1090]

It was moved by Mr. Lane and seconded by Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Luck, Mr. Mount, Mr. Peck and Mr. Wilt to approve the resolution to recognize the retirement of Tony Long on December 31, 2016.

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

GREAT OAKS ITCD REPORT

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

- Dinner at Laurel Oaks: Board Members and administrators jointed individuals on program advisory committees at Laurel Oaks for dinner.
- Drug Free Certification – 77 students out of 500 participated in this initiative.
- Report Card – Great Oaks received 2 “C’s” in Achievement and Prepared for Success and 2 “A’s” in Graduation Rate and Post-Program Outcomes. Mr. Lane reported that 92% of recent graduates are employed or in the military.
- Health Care Benefits – Next year, Great Oaks will offer health care coverage through Anthem. The benefit and premium structure continue to improve favorably with the local market. Rates for 2017 remain steady when the market trend has been around a 10% increase.

LEGISLATIVE LIAISON REPORT

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

- House Bill 410 Activity – In its current House-passed version, House Bill (HB) 410 addresses truancy and reducing the root causes of a student’s absence by creating absence intervention teams who will then develop individual absence intervention teams for students deemed to be habitually truant. While OSBA supports the overall concepts of the current legislation, they do not support the bill.
- OSBA’s principal concerns are:
 - The lack of resources in both personnel and finances to support the absence intervention efforts and teams;
 - The requirement for attendance officers to file a complaint with the court on the 61st day of a triggering absence (rather than on or after) if the student did not participate in an attendance intervention plan;
 - The extensive reporting to the department of education as proposed in the bill; and

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LEGISLATIVE LIAISON REPORT (Cont.)

- The requirement for school districts to investigate whether the failure of a parent to respond to a request to participate in an intervention plan should trigger mandatory reporting to the appropriate children's services agency.
- The Senate Education Committee is also expected to entertain amendments to HB410 to address student discipline. The amendments being considered will expand the scope of the bill to address discipline issues and goes beyond addressing truancy.
- The amendments under consideration do the following:
 - Eliminate the authority to suspend students in grades pre-kindergarten through third (except the use of suspension for bringing a firearm to school, bringing a knife to school, committing a criminal offence that results in serious physical harm to persons or property or making a bomb threat).
 - Call on districts to update their policies on zero tolerance for violent behaviors that provide tiered responses for violent, disruptive or inappropriate behavior based on the nature and severity of the behavior.
 - Allow students who have been suspended the opportunity to make up the work they missed and require districts to notify these student of their opportunity to make up work at the time of their suspension.
 - Eliminate the authority to carry over the remainder of a student's suspension from the end of the school year to the beginning of the following school year; convert hours not yet served into hours of an alternative consequence.
 - Create a multidisciplinary truancy team to operate as a pilot program in four diverse counties to intervene with children who are not attending school.
- Please contact your legislator and members of the Senate Education Committee to share your thoughts on HB 410 and the proposed amendments. The General Assembly will be reconvening following the November election and the lame duck session will be fast-paced and full of activity.
- Mr. Long indicated that the SOESC has two truancy offices, one in Highland county and one in Clinton County; who are already addressing the requirements of HB 410.

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RESOLUTION OF APPOINTMENT TO GREAT OAKS GOVERNING BOARD (Resolution #3646)
[See Minute Page #1091-1092]

It was moved by Mr. Wilt and seconded by Mrs. Gausman 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 2017 – December 2019.

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 #3647)

It was moved by Mrs. Charters and seconded by Mr. Mount that the paid bills for the previous month be approved as presented, for a total of \$697,455.53.

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

APPROVAL OF POLICY MANUAL UPDATE (Resolution #3648)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Luck and seconded by Mr. Lane to approve the following policy manual update.

Revised Policy:
DLB-R Salary Deductions

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

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TREASURER DISCUSSION ITEM(S)

1. Fiscal Office Update:

- Accounts Payable Position – We have begun the recruitment process to fill Megan Thompson’s current position. Megan will be transitioning to Mary Camp’s position (Accounts Receivable) in January 2017 after Mary retires in December 2016. They have begun the training process. We hope to have an employment recommendation for the Accounts Payable position at the November board meeting.
- Mary Camp and I just sent out the second invoices of the year for primary services. If you recall, Hopewell and the ESC’s services have been combined into one invoice per district. We began this practice in FY14 with the goal of reducing the number of invoices, provide consistency in billing, and make it easier for districts to process payments to the ESC.
- The FY2016 GAAP Conversion should be completed by Plattenburg in early November 2016.
- FY 2016 Single Audit – scheduled for late December or early January.
- Census Data Examination or SERS & STRS Testing – we have been chosen for this FY2016 testing. The auditor (Lauren Morris) will examine the completeness and accuracy of selected census data provided to each retirement system as of June 30, 2016 including:
 - The census data provided to each retirement system as of June 30, 2016 is accurate and complete. Census data includes: first and last name, last 4 digits of SSN, gender, DOB, contributions remitted to plan and pensionable compensation.
 - All employees required to be enrolled in each retirement system were properly enrolled.
 - Changes occurring during the year ended 2016 to an enrolled employee’s eligible compensation, were properly updated with the appropriate retirement system.
 - The total pensionable wages and employee contributions information reported to each retirement system agrees with the payroll records of the employer.

2. Professional Development

- On October 11, 2016 I began meeting with Beth Justice regarding ESC revenue to provide information to her as she transitions to the role of Superintendent. I will meet again with her on October 24 regarding Hopewell revenue and ESC/Hopewell expenditures with our final date scheduled for November 7 regarding service books. Of course we will continue to work together even beyond these dates to help ensure a smooth transition and that the lines of communication always remain open.

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- On October 12, 2016 the entire fiscal team attended the Memorable Customer Service and Service Excellence Culture workshop at the Roberts Centre. The workshop featured Joseph Quitoni, a speaker from the Ritz-Carlton Leadership Center. His job was to help the audience understand the proven strategies of the Ritz-Carlton in order that we would collect insights into memorable customer service that would help us to stand out from our competition.
- On October 28, 2016, we will host a Treasurer Roundtable in which we will have area treasurers provide us with information regarding Ohio Treasurers online checkbook. A representative from the US Department of Labor, Wage and Hour Division will also be here to provide information on the 541 rule (new overtime law).
- On November 8, 2016 Amanda Ely will attend "STRS Employer Self Service (ESS)" training in Columbus. The session will provide hands on training to learn about navigating the ESS system and completing online reports submitted each payroll and in annual reporting.
- On November 10, 2016 Amanda Ely will attend "Preparing for the eSERS Upgrade" training in Chillicothe. This training session is in preparation for the upcoming eSERS upgrade anticipated to launch during the third quarter of fiscal year 2017. It will provide participants with details to make SERS employer and employee payments each payday instead of once per month as is our current practice.
- On November 13-15, 2016 I will attend the Capital Conference in Columbus.

PERSONNEL CONTRACT RESIGNATION(S) (Resolution #3649)

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

[See Minute Page #1093]

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

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PERSONNEL CONTRACT AGREEMENT(S) (Resolution #3650)

Upon the recommendation of Superintendent Long, it was moved by Mr. Hill and seconded by Mrs. Charters 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 Pages #1094-1095]

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

EXECUTIVE SESSION (Resolution #3651)

It was moved by Mr. Wilt and seconded by Mrs. Charters to enter into Executive Session at 7:34 p.m. to consider the investigation of charges or complaints against a public employee, official, licensee or student.

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

The board returned from Executive Session at 7:56 p.m.

APPROVAL OF POLICY MANUAL UPDATE (Resolution #3652)

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. Hill to approve the following policy manual update.

Revised Policy:
GBR-R Family and Medical Leave

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

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APPROVAL OF SERVICE CONTRACT(S) (Resolution #3653)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mr. Hill 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>
Ohio School Boards Association	2170474	OSBA Policy Services	FY 2017	\$1,550.00	----

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

HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3654)

Upon the recommendation of Superintendent Long and the Hopewell Regional Advisory Council, it was moved by Mr. Luck 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 #1096]

Approval of Donation:

From Heather Camp

(240 N. Oakland Avenue, Washington Court House, OH 43160)

Hand pedal tricycle (also has foot pedals with straps and adapted seat with two belts)

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Long shared the following with the Board

1. The Ohio School Boards Capital Conference materials were handed out. Dr. Kevin Boys will be honored at the Ohio Education Service Center Brunch on November 14th at 9:00 a.m.
2. Both the Superintendent and Treasurer evaluation instrument was distributed to the board members. Please return both evaluations to the board president at the November 21st board meeting. Mr. Peck will compile and summarize the data.
3. The Southern Hills Career and Technical Center Board President, Vernon Creighton was killed in a tragic farm accident in early October.
4. Doug Ernst will be replacing board member, Sam Barnhouse at Hillsboro City Schools and former board member, Keith Gibson will be replacing Claire Ledford at Blanchester City Schools.
5. Mr. Lane's first three year appointment will end on December 31, 2016. He has agreed to accept another three year term beginning on January 1, 2017 and ending on December 31, 2018.
6. The superintendent transition is continuing to go well. We are spending time with treasurer and visiting each building.
7. The Southern Ohio ESC was designated as a "high performing" ESC by the Ohio Department of Education for the 2016-17 school year. Based on 23,512 students enrolled in our districts, this designation is worth \$39,755.
8. Paolo DeMaria, State Superintendent will be a guest at the Southern Ohio ESC on October 28th. He will be visiting many districts as well as meeting with superintendents from our area including Brown County superintendents.
9. The November board meeting will be held on Monday, November 21st and 6:30 p.m. This is a different day and time than usual.
10. The Four County Board Meeting is tentatively planned for March 28, 2017 at Southern State Community College in Hillsboro.

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mrs. Charters to adjourn to meet again in regular session on November 21, 2016 at 6:30 p.m. at Southern Ohio Educational Service Center, Wilmington.

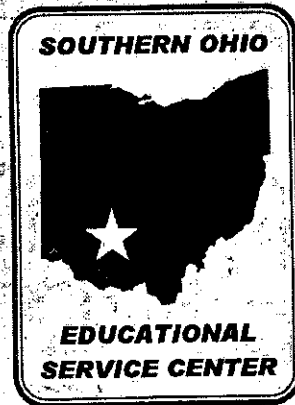


BOARD PRESIDENT



TREASURER

**Southern Ohio Educational Service Center
Governing Board**



Resolution

October 25, 2016

In Recognition of Tony Long

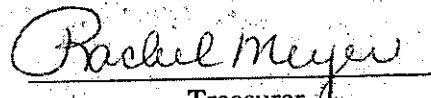
Whereas, Tony Long was employed by the Southern Ohio Educational Service Center on **August 15, 1992**, and

Whereas, he has provided expertise, dedication, loyalty, leadership and a commitment to excellence to the Southern Ohio Educational Service Center and to the client school districts of the Southern Ohio Educational Service Center, and

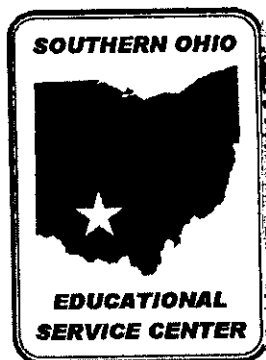
Whereas, he will retire after **24 years** of service to the Southern Ohio Educational Service Center,

Therefore, be it resolved that the Southern Ohio Educational Service Center Governing Board and staff would like to express our sincere appreciation to you and wish you the best in your retirement.


Board President


Treasurer

**Southern Ohio Educational Service Center
Governing Board**



October 25, 2016

**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 2017 and expire on December 2019.

Richard G. Peck

Board President

Rachel E. Meyer

Treasurer

Andrew C. Henry
Superintendent

Resignation Approval Recommendation SOESC

Last Name	First Name	Tentative Position	Contract Type	Effective Date	Additional Agenda Item	Comments	Board meeting Date
Garrison	William	Educational Aide	Classified Employee	10/5/2016			10/25/2016
Slocum	Marjorie	Custodian	Classified Employee	10/20/2016			10/25/2016

*Highlighted Cells = Additional Agenda Item

10/11/2016

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**Employment Recommendations
SOESC**

10/27/2016
1094

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
Running	Corby	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute		X	10/25/2016
Snapp	Kenneth	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute		X	10/25/2016
Will	Nicole	Substitute School Psychologist	2016	2017	1	as needed				\$ 50.00	Hourly	Certificated Substitute			10/25/2016

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

OCTOBER 25, 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.	BURKHART	LINDSEY
2.	CROWDER	ANGELA
3.	EZRATTY	STEVAN
4.	HAMPTON	JAMIE
5.	KOERBER	JAMES
6.	LINDSEY	JOANNE
7.	MATTINGLY	DENNIS
8.	O'CONNOR	TRAVIS
9.	PETERS	MARK
10.	PURCELL-NAWROCKI	SHERRY
11.	ROBINSON	JAMES
12.	RUNNING	CORBY
13.	WOODRUFF	TERESA
14.		
15.		

Employment Recommendations
R14

10/27/2016
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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
Dugan	Mary	Substitute Teacher	2016	2017	1	as needed				\$ 90.00	Per Diem	Certificated Substitute		X	10/25/2016
Royalty	Jeffery	Consultant	2016	2017	1	10				\$ 275.00	Per Diem	Retired Administrator			10/25/2016
Royalty	Jeffery	Interim Director of Region 14	2016	2017	1	as needed	MAC	25	Masters	\$ 345.99	Per Diem	Retired Administrator	Add. Of 5% responsibility factor		10/25/2016