

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

August 28, 2018

The Southern Ohio Educational Service Center Governing Board met on Tuesday, August 28, 2018, at 7:00 p.m. at Southern Ohio Educational Service Center 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 Rachel Meyer, Treasurer, and Beth Justice, Superintendent. Guests present were Curt Bradshaw, Bob Brausch, Rachel Cluxton, Todd Cluxton, Heather Collins, Rogina Conroy, Hayley Gilmore, Heather Hall, Juliene Haskins, Michael Holcomb, Kelly Huff, Dominique Smith, and Jenny Worthington.

APPROVAL OF THE MEETING AGENDA (Resolution #3958)

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

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

MINUTE APPROVAL (Resolution #3959)

It was moved by Mr. Mount and seconded by Mr. Luck that the July 24, 2018, meeting minutes be approved as presented.

Seven board members approved the motion with an abstention from Mr. Lane. President of the board, Mrs. Charters, declared the motion carried.

Mr. West arrived at the meeting at 7:05 p.m.

The meeting was opened for public participation. None received.

SOUTHERN OHIO ESC SHARED EXPERTISE

Each board member introduced themselves and identified which district(s) they represent. Mrs. Conroy led the introductions for each employee. Each new employee introduced themselves and provided their background.

GREAT OAKS ITCD REPORT

Mr. Lane shared that the Great Oaks Board met on August 8, 2018. The first day at Laurel Oaks for students was August 16, 2018.

Drug Free Program: In 2016-17 Laurel Oaks implemented a Drug Free Program that had 77 students enrolled. All students passed their drug testing at the end of the school year.

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GREAT OAKS ITCD REPORT (Cont.)

In 2017-2018 school year; 177 students were enrolled in the program with 176 students passing and one student who would not take the test. The goal is to expand the program to the other Great Oaks campuses.

Heavy Equipment – This program will be moved from its current location at 3321 Airborne Road to the Laurel Oaks campus in the future.

Renewal Levy – 2.7 mil renewal levy is on the November ballot. There is some concern as East Clinton, Clinton-Massie and Children’s services all have issues on the ballot as well.

Mr. Lane disseminated the Great Oaks Campuses “Preparing High School Students for Career Success” handout to each board member.

LEGISLATIVE LIAISON REPORT

Mrs. Gausman disseminated “The Link” to Board Members and reviewed the following:

Save the date for legislative breakfasts

- OSBA is hosting breakfast forums around the state for school board members to meet with candidates for the Ohio Senate and Ohio House of Representatives.

Below are confirmed dates for breakfasts. Please contact Renee Gibson at rgibson@ohioschoolboards.org for reservations or questions.

Stark County: Stark County JVSD – R.G. Drage Building, Sept. 6

Noble County: Lori’s Restaurant, Sept. 11

Franklin County: OSBA Office, Sept. 18

Montgomery County: Montgomery County ESC, Sept. 20

Cuyahoga County: Cuyahoga Valley Career Center, Sept. 25

Hamilton County: Hamilton County ESC, Oct. 9

Any interested parties can also consider inviting the candidates to their board meetings for a “Meet the Candidates” night. OSBA has a resource for such a meeting in its Grassroots Lobbying handbook.

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LEGISLATIVE LIAISON REPORT (Cont.)

Federal workforce bill sent to president's desk

- President Donald Trump is poised to sign into law the reauthorization of the federal Carl D. Perkins Career and Technical Education Act. The program provides more than \$1 billion in grant funding to states for job training and workforce development opportunities for high school and college students. Changes in the bill grant more flexibility to states, allowing them to manage their own career-technical education assessments and standards. Other provisions require states to implement and track "core indicators" of career-tech success, like graduation rates and postsecondary enrollment rates.

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3960)

It was moved by Mr. Luck and seconded by Mrs. Gausman that the paid bills for the previous month be approved as presented, for a total of \$738,217.31.

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

APPROVAL OF INVESTMENT (Resolution #3961)

It was moved by Mr. Wilt and seconded by Mr. Peck to approve the following investment as transacted by Treasurer Meyer:

Date	Fund	Firm	Maturity Date	Rate	Amount
7/24/2018	Waddell	Ally Bank Midvale Utah CD	7/19/2021	3.00%	\$ 39,860.00

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

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APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #3962)

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

[See Minute Page#1413-1414]

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

TREASURER DISCUSSION ITEMS

1. Fiscal Office Update

I wanted to give you a quick update on fiscal office happenings:

- Amanda and I participated in New Employee Orientation on August 10, 2018 after our Opening Day.
- Rhonda, Megan and Amanda are assisting with the transition to the Wilmington Grade Level Centers on August 15, 16, 17 and 20.
- Megan and I sent out the first invoices of the year for services provided by the ESC and Hopewell during the week of August 13th.
- On August 30, 2018 we will host a Fiscal Roundtable that will include the following topics:
 - Financial Tools for Treasurers - Dan Risko, Director of Public Affairs from Office of Ohio Treasurer Josh Mandel
 - Software Redesign Examples - Deb Dinnen, Fiscal Software Specialist from Miami Valley Educational Computer Association
 - Financial Planning – Lisa Stevens, Account Development Coordinator from American Fidelity

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TREASURER DISCUSSION ITEMS (Cont.)

2. Professional Development:

- On August 15, 2018, I attended an STRS webinar called "Overview of Employer Responsibilities." This webinar allowed employers to become familiar with the tools, resources, and information needed for STRS Ohio reporting.
- On August 28, 2018, the entire fiscal team will attend an "OnBase Refresher" at the Hamilton Clermont Cooperative office in Loveland. At the meeting features of OnBase will be discussed including: document retrieval, adding keywords, custom queries, and document separation. We will also be able to ask questions that pertain to our ESC.

PERSONNEL CONTRACT RESIGNATION: ESC (Resolution #3963)

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

ESC CONTRACT RESIGNATION

Name	Position	Contract Type	Effective Date
Gray, William Austin	Educational Aide SOLC	Classified	8/1/2018
McConnaughey, Linda	Custodian SOLC	Classified	7/31/2018

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

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PERSONNEL CONTRACT AGREEMENTS (Resolution #3964)

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

ESC CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/Step/Rate	Contract Type	Comments
Burgess, Kimberly	SOLC Substitute	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per diem	Certificated	
Carroll, Bennie	SOLC Substitute	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per diem	Certificated	
Creamer, Donald Ted	Substitute SOLC	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per day	Certificated	
Douglas, Kimberly	Resident Educator Mentor	2018-2019	1	as needed	No Degree on Schedule	\$500 annual salary	Certificated Supplemental	
Gerber, Regina	BLT/DLT	2018-2019	1	as needed	Masters	\$25.51 per hour	Certificated Supplemental	R/R
Holcomb, Michael	Intervention Specialist SOLC	2018-2019	1	184 days	Masters	Schedule A; Step 12; \$57,205.00	Certificated	
Holcomb, Michael	Intervention Specialist SOLC	2018-2019	1	3 days	Masters	Schedule A; Step 12; \$933.00	Certificated Supplemental	
Longstreth, Tamara	Custodian of SOLC	2018-2019	1	as needed	No Degree on Schedule	Schedule L; Step 13; \$16.33	Classified	
Nartker, Sandra	SOLC Substitute	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per diem	Certificated	
Purcell-Nawrocki, Sherry	SOLC Substitute	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per diem	Certificated	
Rigney, Brittny	SOLC Substitute	2018-2019	1	as needed	No Degree on Schedule	\$100.00 per diem	Certificated	
Smith, Dominique	Educational Aide SOLC	2018-2019	1	as needed	No Degree on Schedule	Schedule L; Step 12; \$16.59	Classified	Total amount per hour includes 5% responsibility factor

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PERSONNEL CONTRACT AGREEMENTS (Cont.)

EAST CLINTON SUBSTITUTE TEACHERS

Arrington, Tosha	Chaney, Christine	Middleton, Carolyn "Cari"	Rigney, Brittiny
Bailey, Mary J.	Cobb, Cindy	Combs, Beth	Shope, Brandon
Bower, Penny	Combs, Beth	Gilmore, Phillip	Smith, L. Amy
Burgess, Kimberly	Crowder, Angela	Hunter, Bennett	Soldano, Corey
Carroll, Bennie	Findley, Jeffrey	Kincaid, Nathan	Stewart, Christina
Carruthers, Ashley	Gambill, Jillian	Miller, Connie	Webb, Regina
		Moore, Ingrid	Yuellig, Gordon

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

**SOUTHERN OHIO COOPERATIVE CLASSROOM STUDENT-PARENT HANDBOOK
(Resolution #3965)**

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mr. Peck to approve the Southern Ohio Cooperative Classroom Student-Parent Handbook.

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

**REVISED SOUTHERN OHIO LEARNING CENTER STUDENT-PARENT HANDBOOK
(Resolution #3966)**

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Mr. Wilt to approve the *revised* Southern Ohio Learning Center Student-Parent Handbook.

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

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APPROVAL OF SERVICE CONTRACT (Resolution #3967)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Peck and seconded by Mr. Luck to approve the following service contract as listed:

ESC SERVICE CONTRACT

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
Washington CH City Schools	2190325	Two Special Education Classrooms	2018-2019 school year	\$9000.00

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

PERSONNEL CONTRACT RESIGNATION: REGION 14 (Resolution #3968)

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

REGION 14 CONTRACT RESIGNATION

Name	Position	Contract Type	Effective Date
Benjamin Wright	Itinerant Teacher for Hearing Impaired/Deaf	Certificated	8/10/2018

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

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PERSONNEL CONTRACT AGREEMENTS (Resolution #3969)

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

REGION 14 CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/ Step/Rate	Contract Type
Kelly Huff	Substitute Itinerant Teacher for Hearing Impaired/Deaf	2018-2019	1	as needed	Masters	\$100.00 per day	Certificated
Pennington, Amity	Sub Interpreter	2018-2019	1	as needed		No Degree on Schedule	Interp; Step 3; \$20.51

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

APPROVAL OF SERVICE CONTRACT (Resolution #3970)

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Gausman and seconded by Mr. West to approve the following service contract as listed:

REGION 14 SERVICE CONTRACT

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
BCESC	2190304	EC PBIS project	08/01/2018- 06/30/2018	not to exceed \$10,000.00

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

1. OSBA Capital Conference – Board members, should sign up if attending.
2. Southern Ohio ESC Opening Day – Beth has received positive feedback from employees.
3. Opening Day for districts served by SOESC – Many SOESC staff members have been on the road traveling around the region to represent SOESC and attend member district's opening day convocations.
4. Southern Ohio Cooperative Classroom and Learning Center Student-Parent Handbooks – Included in the board packets for review to be approved.
5. Fairfield Interim Superintendent Search and Clinton-Massie Treasurer's Search – Fairfield Interim Superintendent Search is completed; a full search to begin in January 2019. On 08/23/18, second round interviews took place, the the candidate chosen gave verbal acceptance. A special board meeting to be held on 09/04/2018.
6. Remote Work Protocol – Provided to board members in their packets that took effect August 10th.
7. Miami Trace – Score board marketing for Southern Ohio ESC.
8. Resolutions for Great Oaks, East Clinton, and Clinton-Massie – to be voted on at the next board meeting to support ballot issues.
9. Business Advisory Council (BAC) – A new standard set for the 2018-19 school year. Hillsboro City has their own BAC. All other Highland County districts and Adams County Ohio Valley to form a BAC through Southern Ohio ESC. Fayette-Clinton BAC in place too.

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mr. Hill to adjourn to meet again in regular session on September 25, 2018, at 7:00 p.m. at Southern Ohio ESC, Wilmington.



BOARD PRESIDENT



TREASURER

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2019 PERMANENT APPROPRIATIONS

8/30/2018

FUND	OBJECT	SCC	DESCRIPTION	July	August	September	September	November	December	January	March	April	TOTAL ACCOUNT
GENERAL FUND													
001	100	0000	SALARIES	\$ 2,957,833.00									\$ 2,957,833.00
001	200	0000	FRINGE BENEFITS	\$ 1,370,811.90									\$ 1,370,811.90
001	400	0000	PURCHASED SERVICES	\$ 860,308.33	\$ 62,510.00								\$ 922,818.33
001	500	0000	SUPPLIES & MATERIALS	\$ 71,955.00									\$ 71,955.00
001	600	0000	CAPITAL OUTLAY	\$ 37,300.00									\$ 37,300.00
001	800	0000	OTHER OBJECTS	\$ 51,412.68									\$ 51,412.68
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 1,575,000.00									\$ 1,575,000.00
			GENERAL FUND TOTAL										\$ 6,987,130.91
OTHER FUNDS													
001		9050	TERMINATION / RETIREMENT BENEFITS FUND	\$ 39,349.16									\$ 39,349.16
007		0000	UNCLAIMED FUNDS	\$ 58.95									\$ 58.95
008		9271	WADDELL FUND	\$ 53,300.00									\$ 53,300.00
014		9197	ALTERNATIVE SCHOOL CLINTON COUNTY FUND	\$ 10,915.42									\$ 10,915.42
019		9802	MENTAL HEALTH FY18 FUND	\$ -									\$ -
022		9245	HOPEWELL GENERAL FUND	\$ 4,806,930.00									\$ 4,806,930.00
022		9500	D.A.R.E. AGENCY FUND	\$ 17,521.44									\$ 17,521.44
451		9417	K12 NETWORK SUBSIDY	\$ 1,800.00									\$ 1,800.00
499		9010	STATE SUPPORT TEAM FY18 FUND	\$ -									\$ -
499		9011	STATE SUPPORT TEAM FY19 FUND	\$ 115,140.50									\$ 115,140.50
499		9703	STUDENT ASSESSMENT FY18 FUND	\$ 835.04									\$ 835.04
499		9704	STUDENT ASSESSMENT FY19 FUND	\$ 21,875.00									\$ 21,875.00
499		9602	STRATEGIES SECONDARY TRANSITION SWD FY18 FUND	\$ -									\$ -
499		9052	SECONDARY ENHANCEMENT TRANSITION FY18 FUND	\$ -									\$ -
516		9227	IDEA PART B FY18 FUND	\$ 83,850.09									\$ 83,850.09
516		9226	IDEA PART B FY19 FUND	\$ 1,017,492.96									\$ 1,017,492.96
516		9810	PARENT MENTOR FY18 FUND	\$ 5,299.08									\$ 5,299.08
516		9811	PARENT MENTOR FY19 FUND	\$ 25,000.00									\$ 25,000.00
516		9913	EARLY LITERACY SSIP (IDEA) FY18 FUND	\$ 4,571.63									\$ 4,571.63
516		9914	EARLY LITERACY SSIP (IDEA) FY19 FUND	\$ 71,597.54									\$ 71,597.54
572		9351	VALUE ADDED FY18 FUND	\$ -									\$ -
587		9509	EARLY LEARNING DISCRETIONARY FY18 FUND	\$ 4,031.03									\$ 4,031.03
587		9510	EARLY LEARNING DISCRETIONARY FY19 FUND	\$ 60,145.42									\$ 60,145.42
587		9600	EARLY LITERACY SSIP FY18 FUND	\$ 1,441.27									\$ 1,441.27
587		9601	EARLY LITERACY SSIP FY19 FUND	\$ 21,507.19									\$ 21,507.19
			OTHER FUNDS TOTAL										\$ 6,962,661.72
Monthly Appropriation Changes				\$ 62,510.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL APPROPRIATIONS - ALL FUNDS													\$ 12,949,792.63

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2019 PERMANENT APPROPRIATIONS

8/30/2018

1414

Notes:

General Fund - Tuition Reimbursement for all staff collectively \$13,000.00
General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis
Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts

Contingencies:

General Fund - Emergency Fund - 4 months of expenses \$1,380,000.00
General Fund - Building Fund \$175,000.00 - added \$25,000.00 per year until FY 2018
Hopewell General Fund - Emergency Fund - 4 months of expenses \$1,000,000.00
Hopewell General Fund - Building Fund \$50,000.00 - (HVAC, siding, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$46,370.00

Transfers: (To be made - more information to follow)

A transfer will need to be made to cover the deficit in the 014-9197 Alternative Center Clinton County Fund once all expenses are paid in August 2018. \$45,000 has been budgeted.