

**MINUTES OF THE SOUTHERN OHIO  
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING**

**REGULAR BOARD MEETING**

**December 18, 2018**

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The Southern Ohio Educational Service Center Governing Board met on Tuesday, December 18, 2018, at 6:00 p.m. at the home of Chrissy and Shaun Charters 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, and Mr. Wilt along with Rachel Meyer, Treasurer, and Beth Justice, Superintendent. Guests present were Bronston McCord.

**APPROVAL OF THE MEETING AGENDA (Resolution #4007)**

It was moved by Mr. Luck and seconded by Mr. Mount 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 #4008)**

It was moved by Mr. Hill and seconded by Mrs. Gausman that the November 27, 2018, meeting minutes be approved as presented, change noted on page #1441.

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

**PUBLIC PARTICIPATION**

The meeting was opened for public participation. None received.

**SUPERINTENDENT AND TREASURER EVALUATION**

Mrs. Charter's asked that all board members return their completed superintendent and treasurer evaluation form to her as soon as possible or mail to her by the first week of January 2019.

**JANUARY 2019 ORGANIZATIONAL MEETING DATE (Resolution #4009)**

It was moved by Mr. Lane and seconded by Mr. Hill to set the January Board Meeting Date to January 22, 2019 at 6:30 p.m. at the Southern Ohio Educational Service Center, Wilmington.

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

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SUPERINTENDENT CONTRACT: ADDITIONAL VACATION DAYS (Resolution #4010)

It was moved by Mr. Peck and seconded by Mr. Wilt to approve five additional vacation days for Superintendent Beth Justice for the 2018-19 school year.

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

EXECUTIVE SESSION (Resolution #4011)

It was moved by Mr. Wilt and seconded by Mr. Luck to take a roll call to enter into Executive Session at 6:07 p.m. to consider the dismissal of public employee.

A roll call vote was taken to enter into Executive Session to consider the dismissal of a public employee. Members that were present and voted yes were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, and Mr. Wilt.

*Mr. West arrived at 6:17 p.m.*

The board returned from Executive Session at 6:28 p.m.

INITIATING THE TERMINATION OF EMPLOYMENT CONTRACT (Resolution #4012)

It was moved by Mr. Hill and seconded by Mr. Lane that the board initiate an action to consider the termination of Michael Holcomb's employment contract in accordance with O.R.C. §3319.16.

A roll call vote was taken. Members that were present and voted yes were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West, and Mr. Wilt.

GREAT OAKS ITCD REPORT

No report given.

LEGISLATIVE LIAISON REPORT

Mrs. Gausman disseminated "The Link" to Board Members and she reviewed the following:

Legislature sends extension of alternative graduation pathways to governor Heeding the calls of many, the Ohio General Assembly extended the two alternative high school graduation pathways to the Class of 2019 and 2020 that were previously afforded to the Class of 2018 only. The proposal now goes to the governor for his consideration.

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LEGISLATIVE LIAISON REPORT (Cont.)

The Senate Education Committee gave life to the alternative pathways during its Dec. 5 meeting when it extended those pathways by inserting an amendment into House Bill (HB) 491, sponsored by Rep. Jay Edwards (R-Nelsonville). The amendment also requires the Department of Education to make recommendations, in consultation with the business community, for new permanent graduation requirements by April 1, 2019

The bill allows current seniors to obtain a diploma in the same manner as last year's seniors, but make's changes for current juniors. That means current seniors have two additional pathways they can use to graduate, in addition to the three standard, pre-existing pathways.

To use the main alternative pathway, current seniors would need to complete two of the following items:

- Attendance rate of 93 percent during the 12th grade year;
- Earn a GPA of 2.5 on a 4.0 scale in all courses completed during 12th grade;
- Complete a capstone project during 12th grade, as defined by the district or school;
- During 12th grade, complete a work or community service experience totaling 120 hours, as defined by the district or school;
- Earn three or more College Credit Plus credits at any time during high school;
- Earn credit for an Advanced Placement or International Baccalaureate course and earn an AP exam score of three or higher or IB exam score of four or higher at any time during high school;
- Earn a WorkKeys exam score of three or higher on each of three test sections;
- Earn a State Board-approved industry-recognized credential or credentials that equal at least three points;
- Obtain an OhioMeansJobs Readiness Seal.

To use the second alternative pathway, current seniors would need to complete one of the following items:

- Earn a total score of proficient or better based on all career-technical exams or test modules;
- Earn an industry-recognized credential or credentials that equal 12 points;
- Complete a workplace experience totaling 250 hours with evidence of positive evaluations.

For current juniors, the new legislation makes some modifications. First, the attendance rate option is no longer allowed. Second, a minimum 2.5 grade point average must be cumulatively obtained over the course of a student's junior and senior years, instead of just the senior year. Third, a student's capstone project must comply with guidance issued by the Ohio Department of Education. Finally, the 120-hour community service or employment option must comply with guidance developed by Department of Education in consultation with the Governor's Office of Workforce Transformation. All guidance must be developed by May 31, 2019.

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LEGISLATIVE LIAISON REPORT (Cont.)

New suspension policy requirements sent to governor:

Currently, all suspended students must be given the opportunity to complete missed assignments due to the suspension. HB 491 adds to this area of law by requiring school boards to adopt a policy establishing parameters for completing and grading missed assignments due to a suspension.

The policy must continue to allow the student to complete any missed assignments. It also must allow the student to receive at least partial credit for completed assignments, permit grade reductions on account of a student's suspension, and prohibit the assigning of a failing grade on an assignment solely on the account of the student's suspension.

Treasurer liability changes headed to governor:

HB 491 also exempts from liability treasurers of school districts and ESCs for loss of public funds in certain instances. Under the act, treasurers are exempt from liability of loss of public funds when their official duties have been performed without negligence or wrongdoing. An additional exemption from liability for loss of public funds is granted for payments made to a teacher by a treasurer or superintendent, unless the loss results from negligence or wrongdoing.

New flexibility for substitute licensees.

HB 491 also requires the issuance of substitute licenses to state-licensed, speech-language pathologists, audiologists, registered nurses who hold bachelor's degrees in nursing, physical therapists or physical therapist assistants, occupational therapists or occupational therapist assistants, and social workers. In order to receive a substitute license, any of those individuals must be licensed in Ohio, wish to be employed to work in a substitute capacity by a school district or school, and submit a copy of the current valid occupational license and all materials required to complete a criminal records check.

Recently introduced legislation

•House Bill (HB) 776 introduced by Rep. Anielski (R-Walton Hills), to require public schools and public universities to create training for staff and instruction for students on food allergies and allergic reaction assistance.

FINANCIAL REPORTS

Treasurer, Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #4013)

It was moved by Mr. Lane and seconded by Mr. Peck that the paid bills for the previous month be approved as presented, for a total of \$751,654.57.

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

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**APPROVAL OF INVESTMENTS (Resolution #4014)**

It was moved by Mr. Mount and seconded by Mrs. Gausman to approve the following investment as transacted by Treasurer Meyer:

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
11/30/2018	General	Synchrony Bk Retail CD	4/26/2021	2.10%	\$121,955.00
11/30/2018	General	Capital One Natl Assn VA CD	5/24/2021	2.25%	\$122,395.00

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

**APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #4015)**

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

**[See Minute Page #1453-1554]**

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:**

- Megan Thompson and I will be sending out the third of six invoices this week for primary services.
- Amanda Ely completed uploading all payroll and benefit information into the AF Comply software on December 10. If you recall, this software is being utilized by American Fidelity to deliver Affordable Care Act (ACA) Compliance services for 2018. Currently, the IRS has a deadline of March 4, 2019 (extended from January 31, 2019) to complete and distribute IRS Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) to employees.

**2. Professional Development:**

- On December 6, 2018 the fiscal team attended the Calendar Year End Fiscal Meeting at MVECA.
- On December 19, 2018, the fiscal team will attend the Staff Meeting at Region 14 Hopewell Center.

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**PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4016)**

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

<b>Name</b>	<b>Tentative Position</b>	<b>Contract Dates</b>	<b>Length</b>	<b>Days</b>	<b>Degree</b>	<b>Schedule/Step/Rate</b>	<b>Contract Type</b>
Hughes, Rhonda	Substitute SOLC	2018-2019	1yr	As needed	No degree on schedule	\$100 per diem	Classified Sub

**EAST CLINTON SUBSTITUTE TEACHERS**

1. Tara Malloy
2. Brooke Mossbarger
3. Brad Mullenix
4. Deborah White
5. Amy Williams

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

**APPROVAL OF SERVICE CONTRACT (Resolution #4017)**

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

**ESC SERVICE CONTRACT**

<b><u>Provider</u></b>	<b><u>Purchase Order</u></b>	<b><u>Service</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Ohio School Board Association	2190587	Annual Membership Dues & Management News Subscription	01/01/2019-12/31/2019	\$2,955.00.

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

**MINUTES OF THE SOUTHERN OHIO  
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**PERSONNEL CONTRACT AGREEMENTS: REGION 14 (Resolution #4018)**

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

<b>Name</b>	<b>Tentative Position</b>	<b>Contract Dates</b>	<b>Length</b>	<b>Days</b>	<b>Degree</b>	<b>Schedule/Step/Rate</b>	<b>Contract Type</b>
Free, Suzanee	Resident Educator Mentor	2108-19	1 yr	As needed		\$500 per diem	Supplemental

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

**APPROVAL OF SERVICE CONTRACT (Resolution #4019)**

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

**REGION 14 SERVICE CONTRACT**

<b><u>Provider</u></b>	<b><u>Purchase Order</u></b>	<b><u>Service</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
EdSuccess, LLC	2190594	Presenter at Administrators Conference	June 11, 2019	\$7,000.00 + travel, meals, hotel, etc.

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: REGION 14 (Resolution #4018)**

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

<b>Name</b>	<b>Tentative Position</b>	<b>Contract Dates</b>	<b>Length</b>	<b>Days</b>	<b>Degree</b>	<b>Schedule/Step/Rate</b>	<b>Contract Type</b>
Free, Suzanee	Resident Educator Mentor	2108-19	1 yr	As needed		\$500 per diem	Supplemental

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

**APPROVAL OF SERVICE CONTRACT (Resolution #4019)**

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

**REGION 14 SERVICE CONTRACT**

<b><u>Provider</u></b>	<b><u>Purchase Order</u></b>	<b><u>Service</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
EdSuccess, LLC	2190594	Presenter at Administrators Conference	June 11, 2019	\$7,000.00 + travel, meals, hotel, etc.

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



SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2019 PERMANENT APPROPRIATIONS

FUND	OBJECT	SCC	DESCRIPTION	July	August	September	October	November	December	January	March	April	TOTAL ACCOUNT
<b>GENERAL FUND</b>													
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
			<b>GENERAL FUND TOTAL</b>										\$ 6,987,130.91
<b>OTHER FUNDS</b>													
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		\$ (5.23)							\$ 10,910.19
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	9802		STRATEGIES SECONDARY TRANSITION SWD FY18 FUND	\$ -									\$ -
499	9852		SECONDARY ENHANCEMENT TRANSITION FY18 FUND	\$ -									\$ -
499	9853		SECONDARY ENHANCEMENT TRANSITION FY19 FUND	\$ -				\$ 6,000.00					\$ 6,000.00
516	9227		IDEA PART B FY18 FUND	\$ 83,850.09									\$ 83,850.09
516	9228		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		\$ 2,759.84							\$ 62,905.26
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
599	9203		UC OLW LEADERSHIP FY19 FUND	\$ -			\$ 10,000.00						\$ 10,000.00
599	9510		STATE PERSONNEL DEVELOPMENT GRANT (SPDG) FY19	\$ -		\$ 10,000.00							\$ 10,000.00
			<b>OTHER FUNDS TOTAL</b>										\$ 6,391,416.33
<b>Monthly Appropriation Changes</b>				\$ 62,510.00	\$ 12,754.81	\$ 10,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	
<b>GRAND TOTAL APPROPRIATIONS - ALL FUNDS</b>													\$ 13,378,547.24

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER  
FY 2019 PERMANENT APPROPRIATIONS

12/10/2018

**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.

MINUTES OF THE SOUTHERN OHIO  
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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

1. Appreciation – Mrs. Justice shared her appreciation to Nancy West for the pumpkin bread shared at the November meeting and also expressed gratitude to Chrissy and Shaun for hosting the December board meeting.

2. Waddell Scholarship – Mrs. Justice shared information about the Waddell scholarship meeting with the committee members taking place prior to the January's Board meeting.

3. SOESC Newsletter – Mrs. Justice shared the SOESC newsletter with board members.

4. Board Member elections – Mrs. Justice announced that Mrs. Charters will serve as President Pro-tem at the January meeting until which time the board has selected its new president. Mrs. Gausman is willing to take on the duty of becoming president in January 2019 if the board elects her into that position. If keeping with the same rotation as in the past, the next Vice-President would be a Clinton County representative.

5. HR Assistant – Mrs. Justice shared with the board that at this time last year we were focused on finding a replacement for Brittany Carpenter. Heather Collins has been a great addition to our team.

6. OLAC – Mrs. Justice will be attending the OLAC Action Forum on December 12, along with several of our staff. The Ohio Leadership Advisory Council (OLAC) held an "Empowered to Lead, Inspired to Act" conference at the OSU Student Union with educationally renowned speakers, as well as, powerful learning sessions.

7. Jeff Royalty's mother passed away; Beth; Rachel and others attended the visitation on 12/17/2018.

8. Tim Dettwiler – New Fairfield Superintendent beginning January 1, 2019; press release on 12/18/2018.

9. Ron Sexton named Greenfield Interim Superintendent.

*Mr. Hill thanked Roger and his wife for the wonderful pumpkin bread.*

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mr. Hill to adjourn to meet again for an organizational governing board meeting on January 22, 2019 at 6:30 p.m. at the Southern Ohio Educational Service Center, Wilmington.

BOARD PRESIDENT

TREASURER

**MINUTES OF THE SOUTHERN OHIO  
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BOARD PRESIDENT

  
TREASURER