

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

February 26, 2019

The Southern Ohio Educational Service Center Governing Board met on Tuesday, February 26, 2019, 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, Mr. West, and Mr. Wilt along with Rachel Meyer, Treasurer and Beth Justice, Superintendent. Guests present were Curt Bradshaw, Rogina Conroy, Paul Osborne, and Stacy Pollock.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #4043)

It was moved by Mrs. Charters and seconded by Mr. Hill to approve the agenda as revised.

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

MINUTE APPROVAL (Resolution #4044)

It was moved by Mr. Mount and seconded by Mr. Wilt that the January 22, 2019, meeting minutes be approved as presented.

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

Mr. West arrived at 6:45 p.m.

The meeting was opened for public participation. None received.

SOUTHERN OHIO ESC SHARED EXPERTISE

Mr. Osborne presented information on where we are technology wise when he began working for the ESC to where we are now and how we got there. Mr. Osborne also shared his vision for technology for the organization.

GREAT OAKS ITCD REPORT

Mr. Lane indicated he attended the February 13, 2019, meeting in which the lease for the SOESC Wilmington office was approved for another year. He also reported that he is a member of the Human Resources Committee and stated that Great Oak employs 459 employees made up of 353 certificated staff and 106 classified staff.

Mr. Lane also shared that the Senior Ceremony for Laurel Oaks will be held on May 6, 2019, at the Wilmington High School.

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LEGISLATIVE LIAISON REPORT

Mr. Peck indicated that "The Link" was not available to disseminate but he did provide an article from *School Management News* called the "Alternative Graduation Pathways Extended" for board members to review.

EXECUTIVE SESSION (Resolution #4045)

It was moved by Mr. Luck and seconded by Mr. Wilt to take a roll call to enter into Executive Session at 7:03 p.m. to confer with an attorney for the board of education concerning disputes involving the board that are subject of pending or imminent court action and to consider the compensation of a public employee or official.

A roll call vote was taken to enter into Executive Session. 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.

The board returned from Executive Session at 7:50 p.m.

FINANCIAL REPORTS

Mrs. Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #4046)

It was moved by Mr. Hill and seconded by Mr. Peck that the paid bills for the previous month be approved as presented, for a total of \$829,823.16.

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

APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #4047)

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

[See Minute Page #1477-#1478]

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

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TREASURER DISCUSSION ITEMS

Reminder Financial Disclosure Forms Due May 15, 2019:

- If you would like a paper form please let me know; otherwise, you have the ability to fill out and submit your form online.

Fiscal Office Update:

- Megan Thompson and I sent out the fourth of six invoices of the year for primary services for Hopewell and ESC the week of February 4, 2019.
- I am beginning to prepare cost estimates for member school districts for services, including Region 14, for FY2019 and FY2020.
- Megan Thompson has been working with the Auditor of State's office to arrange a Certified Public Records Training for our area. I am happy to report that the SOESC will host this training at our Wilmington office on May 17, 2019. Thank you to Megan for helping to make this possible.
- Amanda Ely has been assisting Clinton-Massie with their payroll process. Thank you Amanda for a job well done!

PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #4048)

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

ESC CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/Step/Rate	Contract Type
Rigney, Brittney	Intervention Specialist	2018-2019	1 yr	82 days	Bachelor's	A; Step 0; \$15,256.00	Certificated

EAST CLINTON SUBSTITUTE TEACHERS

- | | | | |
|------------------|--------------------|---------------------|-----------------|
| 1. Shay Adkins | 2. Lindsay Bloom | 3. Charles Hargrave | 7. Dayna Kocher |
| 4. Brooke Parker | 5. Kaitlyn Vickers | 6. Alicia Wheeler | |

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

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APPROVAL OF FY19 HIGHLAND COUNTY FAMILY AND CHILDREN FIRST COUNCIL MEMBERSHIP (Resolution #4049)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane and seconded by Mr. Peck to approve continued educational service center membership in the Highland County Family and Children First Council (HCFCFC) for FY 2019, at a cost of \$100.00.

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

APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #4050)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Wilt and seconded by Mr. Mount to approve the out-of-state travel for **Curt Bradshaw** to Albuquerque, New Mexico for 2019 National Association for Gifted Children Convention on November 7 – 10, 2019. Estimated cost for registration fee, travel, airfare, lodging, meals, etc. is \$1,500.00.

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

APPROVAL OF SOUTHERN OHIO BAC BY-LAWS (Resolution #4051)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Luck and seconded by Mr. Lane that the board approve the Business Advisory Council (BAC) by-laws for the newly developed Southern Ohio ESC representing **Adams** and **Highland** County school districts.

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

APPROVAL OF JOB DESCRIPTIONS (Resolution #4052)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Hill and seconded by Mr. Mount that the board approve the Job Descriptions below:

JOB DESCRIPTIONS

JOB TITLE: Southern Ohio Learning Center Lead Para-Professional Aide

JOB TITLE: Para-Professional Aide

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

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PERSONNEL CONTRACT AGREEMENTS: REGION 14 (Resolution #4053)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane 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:

REGION 14 CONTRACT AGREEMENTS

Name	Tentative Position	Contract Dates	Length	Days	Degree	Schedule/Step/Rate	Contract Type	Comments
Adams, Kimberly K.	School Climate Transformation	2018-2019	1 yr	as needed	Masters	MA C/Step 15/ \$46.80 per hour	Certificated	This work is to be paid only if it's outside the normal work day.
Helterbrand, Sherri	School Climate Transformation	2018-2019	1 yr	as needed	Masters	MA B/Step 16/ \$48.70 per hour	Certificated	This work is to be paid only if it's outside the normal work day.
Kirk, Alexis	School Climate Transformation	2018-2019	1 yr	as needed	Masters	MA B/Step 16/ \$48.70 per hour	Certificated	This work is to be paid only if it's outside the normal work day.

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

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Justice shared the following with the board:

1. Annual Report Video – viewed by the board; Mrs. Justice thanked Heather Collins for her work on the video.
2. March 4th OSBA/ESC Leadership Academy – Time: 5:15 p.m. “Building a workplace Free of Harassment.”
3. March 12th Board members “Anniversary Recognition” Spring Conference – Pictures of individual board members who will be receiving awards were taken to be sent to OSBA, registration will be sent in this week.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

4. Administrative Assistants' Lunch – Mrs. Justice will continue with the tradition of providing lunch to our Administrative Assistants on April 24th.
5. 22nd Annual SOESC Four County Board Meeting overview – At 5:00 p.m. our regular board meeting will take place. Our keynote speaker: Nancy Reeves.
6. Justice Journal – Enclosed in board packets for your review.
7. Employee Contract Status – Enclosed in board packets for your review.
8. Updated Job Descriptions – Mrs. Justice shared that more Job Descriptions will be seen by the board to approve in the coming months.
9. Fayette County Collaborative Partnership Classrooms – The two classrooms at Washington Court House which houses multiple disabled students from Washington C.H. and Miami Trace will be divided up next year. Miami Trace has a facility available to have their own units. Washington C.H. will partner with SOESC to provide the program to the WCH students. The Superintendents have been very collaborative in their partnership with us.
10. Laurel Oaks Campus update – A new sign is in the works.
11. Highland County DD meeting with Superintendent – A meeting is scheduled for next week to determine classroom needs.
12. SOESC Governing Board district terms of election – An updated information form was provided to the board by Mrs. Justice.
13. Hopewell Center: concerns as a polling location – Meeting scheduled for next week to discuss. Safety concerns about the lack of electronic locking doors at Hopewell was discussed and Mr. Royalty will look into making this change.

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mrs. Charters to adjourn to meet again in regular session on March 19, 2019, at 5:00 p.m. in the Cybrary at Laurel Oaks in Wilmington.


BOARD PRESIDENT


TREASURER

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SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2019 PERMANENT APPROPRIATIONS

2/6/2019

FUND	OBJECT	SCC	DESCRIPTION	July	August	September	October	November	December	January	February	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					\$ 1,577.12			\$ 924,395.45
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										\$ 6,988,708.03
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		\$ (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	\$ -									\$ -
516		9227	IDEA PART B FY18 FUND	\$ 83,850.09					\$ 6,000.00				\$ 89,850.09
516		9228	IDEA PART B FY19 FUND	\$ 1,017,492.96									\$ 1,017,492.96
516		9810	PARENT MENTOR FY18 FUND	\$ 5,299.08						\$ 20,000.00			\$ 25,299.08
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 OL4 LEADERSHIP FY19 FUND	\$ -									\$ -
599		9510	STATE PERSONNEL DEVELOPMENT GRANT (SPDG) FY19	\$ -		\$ 10,000.00							\$ 10,000.00
599		9801	SCHOOL CLIMATE TRANSFORMATON	\$ -							\$ 45,000.00		\$ 45,000.00
			OTHER FUNDS TOTAL							\$ 45,000.00			\$ 45,000.00
Monthly Appropriation Changes				\$ 62,510.00	\$ 12,754.61	\$ 10,000.00	\$ -	\$ 6,000.00	\$ 21,577.12	\$ 45,000.00	\$ -		\$ 6,456,416.33
GRAND TOTAL APPROPRIATIONS - ALL FUNDS													\$ 13,445,124.36

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2019 PERMANENT APPROPRIATIONS

2/6/2019

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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.