

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

REGULAR BOARD MEETING

October 24, 2017

The Southern Ohio Educational Service Center Governing Board met on Tuesday, October 24, 2017 at 7:00 p.m. at Southern Ohio Educational Service Center for its regular monthly meeting. Members present were Mrs. Charters, Mr. Hill, Mr. Lane, Mr. Mount, Mr. Peck, and Mr. West, along with Rachel Meyer, Treasurer and Beth Justice, Superintendent. Guests in attendance included Kim K. Adams, School Improvement Consultant, Southern Ohio ESC; Curt Bradshaw, Coordinator of Gifted Services, Southern Ohio ESC; Linda Mead, Early Learning and School Readiness Consultant, Region 14/Southern Ohio ESC; Stephanie Wagner, Supervisor School Improvement, Brown County ESC.

APPROVAL OF THE MEETING AGENDA (Resolution #3818)

It was moved by Mr. Peck and seconded by Mr. Hill to approve the agenda.

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

MINUTE APPROVAL (Resolution #3819)

It was moved by Mr. Hill and seconded by Mrs. Charters that the September 26, 2017 and the October 9, 2017 meeting minutes be approved as presented.

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

Meeting was opened for public participation. None received.

SOUTHERN OHIO ESC SHARED EXPERTISE

Kim K. Adams, Stephanie Wagner and Linda Mead collaborated together to provide the cost of poverty experience that was held on 10/16/2017 at Hopewell, which included 57 participants from a variety of agencies. Handouts from the workshop were disseminated to board members.

GREAT OAKS ITCD REPORT

Mr. Lane disseminated the highlights of the October 11, 2017 Board of Directors' Meeting to Board Members for their review and reported the following:

- Health Care Benefits – Great Oaks is a member of the Butler Health Plan and Anthem is the medical provider. This year, medical rates will increase 6% while dental rates remain the same. The benefit and premium structure continue to compare favorably with the local market which has averaged a 9% increase.

LEGISLATIVE LIAISON REPORT

Legislative Liaison Report: Mrs. Meyer disseminated "*The Link*" to Board Members for their review in Mrs. Gausman's absence.

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FINANCIAL REPORTS

Treasurer Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3820)

It was moved by Mr. Hill and seconded by Mr. Mount that the paid bills for the previous month be approved as presented, for a total of \$710,462.79.

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

APPROVAL OF INVESTMENT (Resolution #3821)

It was moved by Mr. Lane and seconded by Mrs. Charters 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>
9/28/2017	Waddell	Bank of New York	3/16/2020	1.85%	\$ 79,798.40

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

TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- Megan Thompson and I sent out the second invoices of the year for primary services this week. 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.
- I received an email from Ryan Ulrich of Plattenburg on October 6th. They are close to being finished with the FY2017 GAAP Conversion.
- I will be out of the office on vacation October 13-23. If you have any questions during this time period, please feel free to call (937) 382-6921 and dial extension 1023 for Rhonda Cochran, extension 1022 for Amanda Ely or extension 1020 for Megan Thompson.
- On October 20, 2017 we received notification from the Office of Budget and School Funding that our high-performing ESC application was approved. For FY18, ODE has been paying ESCs using the high performing rate of \$26 per pupil.

Professional Development

- On October 19, 2017, Megan will attend a MVECA Roundtable where the guest speakers will be from ODJFS. The following topics will be covered: quarterly wage reporting, new hire reporting, and unemployment claims.

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TREASURER DISCUSSION ITEMS (Cont.)

- On October 24, 2017, Beth, myself and Rogina will meeting with Hunter Consulting, our Workers Compensation Administrator, to review claim history, options to reduce premiums, etc.
- On November 1, 2017 I will attend the FY18 Staff EMIS Checklist review meeting at MVECA. At this meeting, they will go over steps to update staff demographic and employment elements and allow time for participants to work in the lab with their assistance.
- On November 9, 2017 I will attend the Fall Assembly Meeting at MVECA.
- On November 12-14, 2017 I will attend the Capital Conference in Columbus.

PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #3822)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Peck 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 Page #1274 – 1275]

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

APPROVAL OF POLICY MANUAL UPDATES: (Resolution #3823)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Lane and seconded by Mr. Hill to approve the following revised policy manual updates and new policies:

Revised Policy Manual Updates:

BCFA	Business Advisory Council to the Board
DECA	Administration of Federal Grant Funds
DI	Fiscal Accounting and Reporting
DID	Inventories (Fixed Assets)
DJF	Purchasing Procedures
DN	School Properties Disposal
JFG	Interrogations and Searches
JFG-R	Interrogations and Searches

New Policies:

DJF-R	Purchasing
EBBA	First Aid
EBBAR	First Aid

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

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APPROVAL OF OUT-OF-STATE TRAVEL (Resolution #3824)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Mr. Peck to approve out of state travel for **Kimberly Douglas** to accompany her gifted (TAG) students on a field trip to Colonial Williamsburg, Jamestown and Monticello, Virginia from May 4 – 7, 2018.

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

APPROVAL OF SERVICE CONTRACT (Resolution #3825)

Upon the recommendation of Superintendent Justice, it was moved by Mrs. Charters and seconded by Mr. Hill to approve the following service contracts as listed:

SERVICE CONTRACT

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
Ohio School Boards Association	2180438	OSBA Policy Services	FY 2018	\$1,550.00

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

PERSONNEL CONTRACT AGREEMENTS: Region 14 (Resolution #3826)

Upon the recommendation of Superintendent Justice, it was moved by Mr. Mount and seconded by Mr. Lane 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 #1276]

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

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

1. Mrs. Justice shared with board members to let Stephanie know if they would like to attend the OESCA Brunch because Kim A. Adams and Jackie Miller will be receiving a Teamwork award.
2. Mrs. Justice announced at the next BAC meeting the annual speech contest will take place on November 17th from 11:00 to 11:45am and everyone is welcome to attend.
3. For FY2016 ten employees benefited by the tuition reimbursement program.
4. Plans are being made for the annual tag field trip for the gifted program in the Highland County School Districts.
5. Mrs. Justice reminded board members that the next Southern Ohio ESC board meeting will be at the Region 14/Hopewell office and will begin at 6:30p.m.
6. Mrs. Justice invited board members to participate in the upcoming Halloween Hustle being held at Rocky Fork on Saturday, Oct. 28th hosted by Kamp Dovetail.
7. Mrs. Justice shared with the board members that Great Oaks is looking into installing insulation in the large conference room to help improve the acoustics for the room.

ADJOURNMENT

It was moved by Mr. Lane and seconded by Mr. Mount to adjourn to meet again in regular session on November 28, 2017 at 6:30 p.m. at Region 14/Hopewell office.



BOARD PRESIDENT



TREASURER

employment recommendations

any 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	RAC Meeting Date	Org
Secton	Ron	Substitute Teacher	2017	2018	1	as needed	No Schedule		No Degree on Schedule	\$90.00	Per Diem	Certificated Substitute	Approved 9/26/17 for a Sub. Administrator		10/24/2017		ESC

TO: BONNIE KELLY, SUPERINTENDENT'S SECRETARY
 JOHN STANLEY, TREASURER
 DEBBIE ANDERSON, TREASURER'S ASST.

FROM: JENNIFER LUDWICK, Administrative Assistant, SOESC

RE: SUBSTITUTE TEACHERS FOR THE 2017-2018 SCHOOL YEAR

DATE: OCTOBER 10, 2017

Enclosed please find the list of qualified Substitute Teachers for the East Clinton Local Schools. The teachers indicated in "GREEN Text" are the newest additions to the Substitute Teaching List. I will keep you informed of any additions or deletions that may occur throughout the school year.

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.	HOLMES	KYLIE
2.	MAIER	JOSHUA
3.	ROSE	LINDSAY
4.	WAULK	DALE
5.		
6.		
7.		
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18.		

Employment Recommendations
 Region 14 Hopewell

10/10/2017

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
Myers	Michelle	Resident Educator Mentor	2017	2018	1	as needed	No Schedule			\$ 500.00	Salary	Certificated Supplemental	*Mentor for Emily Tubbs