

BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

Minutes of the January 11, 2016 Organizational/Regular Meeting

The Butler County Educational Service Center Governing Board met at 9:00 a.m. on Wednesday, January 11, 2016 at the Educational Service Center located at 400 North Erie Blvd, Suite A, Hamilton, Ohio 45011.

Minutes were taken by Treasurer; Ken Ulm.

Mrs. Mary Pritchard, President called the meeting to order at 9:18 a.m.

ROLL CALL - showed the following members present: Garver, M. Pritchard, Schechter. Also, present was the Superintendent, Jon Graft; Treasurer, Ken Ulm; Assistant Superintendent for Human Resources, Lori Thesken; and guests; Alan Rigling and Mr. G. Pritchard

Treasurer's Note: Mr. G. Pritchard was in the audience as a guest until he was appointed into office to fill the open board member seat. Mr. Ulm administered the Oath of Office to Mr. Schechter.

Resolution No. 16-001

Nomination for President of the Governing Board

Mrs. Pritchard was nominated for President by Mrs. Garver. There being no additional nominations, Mr. Schechter moved and Mrs. Garver seconded the motion to close nominations. Roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Mr. Schechter moved and Mrs. Garver seconded the motion to elect Mrs. Mary Pritchard as Governing Board President and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Treasurer's Note: Mr. Ulm administered the Presidential Oath of Office to Mrs. Mary Pritchard.

Resolution No. 16-002

Nomination for Vice President of the Governing Board

Mrs. Garver was nominated for Vice President by Mrs. M. Pritchard. There being no additional nominations, Mr. Schechter moved and Mrs. M. Pritchard seconded the motion to close nominations. Roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Mr. Schechter moved and Mrs. M. Pritchard seconded the motion to elect Mrs. Garver as Vice President of the Governing Board and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap.

Treasurer's Note: Mr. Ulm administered the Vice President Oath of Office to Mrs. Elaine Garver.

Resolution No. 16-003

Establishment of Meeting Dates and Time

BE IT RESOLVED, that the regular meetings of the Butler County Educational Service Center Governing Board will begin at 4:30 p.m. and held in the board room of the Butler County Educational Service Center or an alternate location as listed in Appendix "A" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-004

Bonded Employees and Officers

BE IT RESOLVED, the board awards the bonding contracts to the companies herein named for the positions herein identified for the amount per position.

Company: Governmental Underwriters of America, Inc. Address: Cleveland, Ohio

<u>Position to be Bonded</u>	<u>Amount</u>
Governing Board President	10,000
Superintendent	10,000
Bookkeeper	50,000
Bookkeeper	50,000
Bookkeeper	50,000

Company: Ohio Casualty Address: Hamilton, Ohio

<u>Position to be Bonded</u>	<u>Amount</u>
Treasurer	50,000

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-005

Board Service Fund

there is hereby appropriated for the Board Service Fund the amount of \$10,000.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-006

Authorization for Payment within Appropriations Measure Amounts

to dispense with the adoption of individual, separate, monthly, or regular resolutions authorizing the purchase of sale of property (except real estate); the employment, appointment, or confirmation of officers and employees (except as otherwise provided for by law); the payment of debts or claims; the salaries of Superintendent, teachers, or other employees when provisions therefore are made in the annual appropriations resolution.

rs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-007

Designated Official Newspapers

that the Hamilton Journal News, Middletown Journal News and The Pulse Journal be designated as local newspapers of general circulation for purposes of legal notices and advertising for 2016.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-008

Purchasing Agent Appointment

that the board assigns the Superintendent the responsibility for the quality and quantity of purchases and the Superintendent is hereby designated purchasing agent and authorized to approve purchases within the appropriated amounts in so far as such purchases are consistent with the approved educational goals and programs of the district.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-009

Federal and State Programs

that the Superintendent of schools be authorized as the representatives of the Governing Board in dealing with all matters relative to the Federal and State Programs.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-010

Warrants Issued

that the Treasurer be authorized to pay bills/invoices properly presented by vendors.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-011

Investment of Funds

that the Treasurer be authorized to invest inactive and/or interim funds at the most productive rate of interest whenever inactive funds are available.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-012

Investment Earnings

that the Treasurer be authorized to credit investment earnings on all funds to the Butler County Educational Service Center's general fund, in accordance with Section 3315.01 O.R.C.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-013

Signature Authorization

that the Treasurer be designated as the official signer for expenditures of funds for the Governing Board.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-014

Employment of Temporary Personnel

the Superintendent is hereby authorized to employ such personnel as needed contingent on board approval and the Superintendent shall present such employment recommendations to the board at the next regular meeting for formal action.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-015

Professional Meeting Requests

that the Superintendent approve professional meeting requests as deemed reasonable and appropriate within the guidelines for district policy. Such will be presented for information at the next regular meeting.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-016

Employee Utilization

that the Superintendent requests authority to utilize employees on an as needed basis at their regular daily rate for up to 15 additional days provided funds are available within the approved budget.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-017

Request for Public Records Fee

that the Treasurer be authorized to charge a fee per page to any individual and/or business that may request public records. No charge shall be made for paper copies of documents totaling 20 pages or less. The cost of copies in excess of 20 pages will be \$.03 per page and copies on any other medium shall be assessed to the individual requesting the copies. All assessed costs shall be paid in advance of receiving the requested copies.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-018

Cell Phone Reimbursement

that the Superintendent recommends the Governing Board approve the cell phone reimbursement guidelines as listed.

There are four tiers for monthly reimbursement. The Superintendent or designee shall place employee groups in tiers basing on the following guidelines:

Tier I: Defined as employees required to use cell phones on an occasional basis up to \$20.

Tier II: Defined as employees required to use cell phones on a frequent basis up to \$35.

Tier III: Defined as employees required to use cell phones on a regular basis up to \$65.

Tier IV: Defined as employees expecting to be available/on call whenever needed via phone and/or email up to \$95.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-019

Appointment of Board Member Vacancy

BE IT RESOLVED, that the Governing Board appoint Mr. Graham Pritchard to fill the board member vacancy.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Treasurer's Note: Mr. Ulm administered the Oath of Office to Mr. G. Pritchard.

Resolution No. 16-020

Approval of Minutes

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's regular meeting held December 16, 2015.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-021

Financial Reports

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Monthly Financial Reports, Financial Detail Report, Investment Report, Early Head Start/Head Start Financial Expenditure Reports and the Bank Reconciliation for December, 2015.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-022

Master Card Expenditures

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Master Card expenditures for the month of December, 2015 as listed in Appendix "B" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-023

Finance/Audit Committee for 2016

BE IT RESOLVED, the Treasurer recommends the Governing Board President appoint a Finance/Audit committee for 2016 consisting of the Superintendent, the Treasurer, two Governing Board members (Andrew Schechter and Graham Pritchard) and at least two members of the service area community.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-024

New Miami Schools – Literacy Coaching

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service agreement with New Miami Schools for Literacy Coaching effective Nov. 16, 2015 through June 1, 2016 in the amount not to exceed \$52,500 as listed in Appendix "C" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-025

Jon Graft – Interim Superintendent at New Miami Stipend

BE IT RESOLVED, the Governing Board approve a one-time stipend for Jon Graft for work as the Interim Superintendent for the New Miami Local School District from September 9, 2015 – December 18, 2015 in the amount of \$5,040.00.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-026

Resignations

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the resignations of the listed employees.

CERTIFIED

- a. Sammons, Crystin

Position: Teacher
Effective: 12/15/2015

NON CERTIFIED

- b. Kerr, Helen

Position: Licensed Practical Nurse
Effective: 12/23/2015

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-027

Initial Appointments

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the employment of the listed personnel for initial appointment.

CERTIFIED

- a. Scroggins, Roger

Position: School Psychologist
Contract: As Needed
Salary: \$293.00 per day

- b. Silvidi, Justin

Position: Intervention Specialist - Therapeutic
Contract: One Year
Salary: \$46,681

NON-CERTIFIED

- c. Anzer, Nicholas
 Position: Educational Assistant -Therapeutic
 Contract: One Year
 Salary: \$21,375
- d. Campbell, Ashley
 Position: Family Service Worker – Case Management
 Contract: One Year
 Salary: \$15.05 per hour
- e. Hobbs, Jennifer
 Position: Instructional Assistant
 Contract: One Year
 Salary: \$17,640
- f. Singh, Brandi
 Position: Instructional Assistant
 Contract: One Year
 Salary: \$16,747
- g. Story, Samantha
 Position: Pause Program Assistant (FCFC)
 Contract: As Needed
 Salary: \$11.00 per hour

Mr. G. Pritchard moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-028

Supplemental Contracts

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the supplemental contracts as listed.

Anzer, Nicholas	\$1,500.00
Baughn, Alicia	\$235.00
Childs, Ariel	\$178.00
Childres, Chelsea	\$400.00
Dobrozsi, Ashley	\$1,200.00
Haynes, June	\$178.00
Lunsford, Julie	\$800.00
Reyes, Lashanda	\$400.00

Schanie, Marie	\$800.00
Stephens, Jennifer	\$400.00

Mr. Schechter moved and Mr. G. Pritchard seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-029 **Salary Increase**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the salary increase as listed.

	From	To
a. Courtaway, Geniel	\$22,236	\$25,000

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-030 **Contract Adjustment**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract adjustment as listed.

a. Evans, Jordan

Position from:	Secretary – Prenatal -3
Position to:	Help Me Grow Service Coordinator
Salary from:	\$26,500
Salary to:	\$35,000

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-031 **Leave of Absence**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the medical leave of absence for one year effective 1/15/2016.

a. Anz, Rahmeh

Mr. G. Pritchard moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-032

Katherine Vallance – Kinship Home Study Specialist

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Katherine Vallance contract effective January 1, 2016 – December 31, 2016 in the amount of \$270.00 for home study and \$45.00 per hour if the home study is not completed as listed in Appendix “D” which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-033

School Readiness Goals

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the School Readiness Goals as listed in Appendix “E” which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-034

ECE Preschool Tuition Sliding Scale Fee Guidelines 2015-2016

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the School Readiness Plan, Goals, and Implementation Action Plan as listed in Appendix “F” which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-035

Preble County Job and Family Service MOU – FCFC

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Preble County Job and Family Service MOU for services from the Strong Families, Safe Communities grant effective August 1, 2015 through June 30, 2016 in the amount not to exceed \$15,887 as listed in Appendix “G” which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-036

Joan Dostal Service Agreement – FCFC

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service agreement with Joan Dostal effective February, 2016 in the amount of \$900 as listed in Appendix "H" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-037

Lakota Local Schools - Psychology Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service agreement with Lakota Local Schools for Psychology Services effective Dec. 1, 2015 through June 30, 2016 in the amount not to exceed \$12,312 as listed in Appendix "I" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-038

Warren County Childcare Training

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Warren County to provide In Home Provider Certification training effective Jan. 1, 2016 through Dec. 31, 2016 in the amount not to exceed \$5,000 as listed in Appendix "J" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-039

Teacher Mentoring Consultant Agreements

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the teacher mentoring consultant agreements effective August, 2015 through June, 2016 as listed in Appendix "K" which is attached and becomes an official part of the minutes.

a. Donna Becker	\$1,500
b. Donna Chaney	\$2,000
c. Becky Oswald	\$1,800
d. Leslie Sterling	\$1,800
e. Patricia Webber	\$1,800

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-040

Monroe Local Schools – SIOP Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Monroe Local Schools for SIOP Services effective October 21, 2015 through November 30, 2016 in the amount not to exceed \$5,670 as listed in Appendix "L" which is attached and becomes an official part of the minutes.

Mr. Schechter moved and Mrs. Garver seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Resolution No. 16-041

Board Policy – Second Reading and Approval

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the board policy for second reading and approval as listed in Appendix "M" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.

Treasurer's Note: Early Head Start/Head Start Attendance/Enrollment and Monitoring Report is attached as Appendix "N" and the Administration For Children & Families – Butler County Head Start Overview of Findings – No Findings on Leadership, Governance, Management Systems Review is attached as Appendix "O" which becomes an official part of the minutes.

Board Member Comments: Mr. Schechter stated he was glad to be re-elected to the board. Mr. G. Pritchard thanked the board for appointing him to the vacant board member position. Mrs. Garver stated she is looking forward to the New Year and all the good things this board does. Mrs. M. Pritchard shared her appreciation for the talented teaching we have in the county.

Resolution No. 16-042

Adjournment

Mr. Schechter moved and Mrs. Garver seconded that the Governing Board meeting adjourn at 9:44 a.m. Roll call vote resulted: Ayes: Garver, G. Pritchard, Schechter, M. Pritchard. Nays: None. Absent: Leap. President declared motion carried.



Mrs. Mary Pritchard
Governing Board President



Mr. Ken Ulm
Governing Board Treasurer

2/24/16

Date

2/24/16

Date