

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### Minutes of the December 14, 2016 Regular Meeting

The Butler County Educational Service Center Governing Board met at 4:30 p.m. on Wednesday, December 14, 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 4:31 p.m.

**ROLL CALL** - showed the following members present: Garver, Leap, G. Pritchard, and M. Pritchard. Also, present was the Superintendent, Chris Brown; Assistant Superintendent for Human Resources, Lori Thesken; Treasurer, Ken Ulm and guests; Alan Rigling Dawn Kearns, Jerome Kearns, and Sissy Rasmussen.

**Treasurer's Note:** The program presentation was on JDC / JRC with Sarah Burk presenting. Mr. Schechter was absent from the meeting. Strategic Planning

Resolution No. 16-479

#### Approval of Minutes

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's regular meeting held November 16, 2016.

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

Resolution No. 16-480

#### Financial Reports

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Monthly Financial Report, Financial Detail Report, Investment Report, Early Head Start/Head Start Financial Expenditure Reports and Bank Reconciliation for November, 2016.

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

Resolution No. 16-481

**Master Card Expenditures**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Master Card expenditures for the month of November, 2016 as listed in Appendix "A" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-482

**Vacation Pay for Superintendent and Treasurer**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Vacation Pay for Superintendent and Treasurer as listed and becomes an official part of the minutes.

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

Resolution No. 16-483

**Appropriation Modifications**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Appropriation Modifications as listed in Appendix "B" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-484

**Resignations**

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

## NON-CERTIFIED

## a. Hanson, Melanie

Position: Administrative Assistant for Butler Health Plan  
Effective: 2/1/2017

## b. Phillips, Claude "Beau"

Position: Custodian  
Effective: 12/1/2016

## c. Thesken, Lori

Position: Assistant Superintendent for Human Resources  
Effective: 12/31/16

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

Resolution No. 16-485

**Initial Appointments**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the initial appointments as listed.

**CERTIFIED**

## a. Barwick, Abbey

Position: Preschool Intervention Specialist  
Contract: One Year  
Salary: \$41,517

## b. Cartwright, Brittany

Position: Certified Occupational Therapy Assistant  
Contract: As Needed  
Salary: \$23.00 per hour

## c. Day, Michelle

Position: Certified Physical Therapist  
Contract: One Year  
Salary: \$66,004

## d. Fulton, Jill

Position: Certified Occupational Therapist  
Contract: One Year  
Salary: \$66,240

## e. Vitucci, Angelina

Position: Certified Occupational Therapist  
Contract: One Year  
Salary: \$44,163

## NON-CERTIFIED

## f. De Hart, Abigail

Position: Teacher - ECE  
Contract: One Year  
Salary: \$29,400

## g. Hall, Darita

Position: Instructional Assistant  
Contract: One Year  
Salary: \$17,457

## h. Howard, Sara

Position: Secretary - JDC / JRC  
Contract: One Year  
Salary: \$21,540

## i. Kearns, Jerome

Position: Director of Operations  
Contract: Two Year  
Salary: \$85,000

## j. Kunkel, Ashley

Position: Licensed Practical Nurse - Ross Local  
Contract: One Year  
Salary: \$17,457

## k. Sawyers, Betty

Position: Accounting Specialist  
 Contract: One Year  
 Salary: \$32,40

## l. Scott, Elizabeth

Position: Accounting Specialist  
 Contract: One Year  
 Salary: \$32,400

## m. Scott, Elizabeth

Position: Assistant Health Manager  
 Contract: One Year  
 Salary: \$18,980

## n. Weigel, Sheila

Position: Instructional Assistant  
 Contract: One Year  
 Salary: \$17,236

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

Resolution No. 16-486

**Contract Adjustments**

## a. Komberec, Deborah

Position from: Family Support Specialist  
 Salary from: \$26,838 / 8 hrs per day  
 Salary to: \$20,128 / 6 hrs per day

## b. White, Emily

Position from:	Help Me Grow Service Coordinator
Position to:	Help Me Grow Home Visitor Supervisor
Days from:	260
Days to:	240
Salary from:	\$39,375
Salary to:	\$49,000

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the initial appointments as listed

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

## Resolution No. 16-487

**Supplemental Contracts**

Taylor, Camden	\$198.00
Cannon, Kirsten	\$1,077.00
Dobrozsi, Ashley	\$1,200.00
Haynes, June	\$400.00
Lunsford, Julie	\$400.00
Reyes, LaShanda	\$188.00
Seick, Remi	\$400.00
Stephens, Jennifer	\$400.00

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

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

## Resolution No. 16-488

**Salary Increase**

Morgan, Lisa	\$15.30per hour	\$15.61 per hour
Pennell, Melissa	\$40,000	\$40,500

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Salary Increases as listed.

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

Resolution No. 16-489                      **Eaton Community Schools - Success Program Services Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Success Program Services Agreement with Eaton Community Schools effective August 18, 2016 to July 31, 2017 as listed in Appendix "C" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-490                      **Early Childhood Annual Report for 2015-2016**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Early Childhood Annual Report for 2015-2016 as listed in Appendix "D" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-491                      **Butler County Department of Job and Family Services - Purchase of Service Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Purchase of Service Agreement with Butler County Department of Job and Family Services for 2017 Home Studies effective January 1, 2017 to December 31, 2017 in the amount of \$45,000 as listed in Appendix "E" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-492

**Katherine Vallance - Independent Contractor Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Independent Contractor Agreement with Katherine Vallance for Kinship Home Study Specialist effective January 1, 2017 to December 31, 2017 in the amount of \$300.00 for a home study. If the Home Study is not completed, the hourly rate of \$45 will be submitted during the term of this agreement as listed in Appendix "F" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-493

**Rhonda Ramsey Molina - Agreement for Services (FCFC)**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services (FCFC) for Rhonda Ramsey Molina for Coaching and Facilitation Services effective November 2, 2016 to April 30, 2017 in the amount of \$1,250.00 per month as listed in Appendix "G" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-494

**Lori Benadum - Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Lori Benadum for Spanish for School Personnel Workshop effective February 9, 2017 through April 18, 2017 in the amount of \$50.00 per hour as listed in Appendix "H" which is attached and becomes an official part of the minutes.

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



Resolution No. 16-495

**Debi Robertson - Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement for Debi Robertson for American Sign Language Workshop effective February 28, 2017 through April 18, 2017 in the amount of \$50.00 per hour as listed in Appendix "I" which is attached and becomes an official part of the minutes.

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

Resolution No.16-496

**Lakota Local School District - Audiology MOU**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Audiology MOU with Lakota Local School District for Lakota Local School District effective August 1, 2016 through July 31, 2017 at hourly rate of \$122 per hour for Audiology Services, \$100 per hour for Hearing Impaired Services and \$65 per item for Leased Equipment as listed in Appendix "J" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-497

**Professional Leave - Out of State**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Professional Leave for Suzanne Prescott and Allison Sullivan (Parent Ambassador) attendance at the Winter Leadership Institute held in Washington, D.C. on January 23 - 26, 2017 at an estimated expense of \$1,200 each.

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

Resolution No. 16-498

**Vanessa Brown - Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Vanessa Brown effective December 1, 2016 in the amount of \$150.00 as listed in Appendix "K" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-499

**Miranda Martinez - Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Miranda Martinez effective December 1, 2016 in the amount of \$150.00 as listed in Appendix "L" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-500

**Organizational / Regular Governing Board Meeting**

BE IT RESOLVED, the Superintendent recommends the Governing Board establish the date of the organizational and regular meeting of the Governing Board on January 25, 2017 at 4:30 p.m. held at the Butler County Educational Service Center.

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

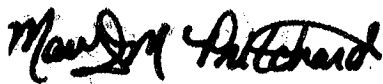
**Treasurer's Notes:** Early Head Start/Head Start Attendance/Enrollment and Monitoring Report are listed as Appendix "M" which is attached and becomes an official part of the minutes.

**Board Member Comments:**

Resolution No. 16-501

**Adjournment**

Ms. Leap moved and Mrs. Garver seconded that the Governing Board meeting adjourn at 5:10 p.m. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, and M. Pritchard. Nays: None. Absent: Schechter. President declared motion carried.



Mrs. Mary Pritchard  
Governing Board President

1/25/17

Date



Mr. Ken Ulm  
Governing Board Treasurer

1/25/17

Date