

BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

Minutes of the January 27, 2010 Organizational/Regular Meeting

The Butler County Educational Service Center Governing Board met at 7:00 p.m. on Wednesday, January 27, 2010 at the Educational Service Center located at 1910 Fairgrove Avenue Suite B, Hamilton, Ohio 45011.

Minutes were taken by Treasurer; Ken Ulm.

Mr. Walter Leap, President called the meeting to order at 7:00 p.m.

ROLL CALL - showed the following members present: G. Pritchard, M. Pritchard, Young, Leap. Also, present was the Superintendent, Dan Hare; Treasurer, Ken Ulm; Assistant Superintendent for Human Resources, Lori Thesken; Assistant Superintendent for Programs, Diane Brunsmann; Executive Director of Preschool Programs, Jon Graft; Executive Director for FCFC, Jolynn Hurwitz and guests; Alan Rigling.

Treasurer's Note: Mrs. Garver was absent from the meeting.

Treasurer's Note: Mr. Ulm, Treasurer; administered the Oath of Office to Mrs. M. Pritchard and Mr. Leap.

Resolution No. 10-001

Election of Governing Board President

Mrs. M. Pritchard was nominated for President by Mr. Young. There being no additional nominations, Mr. G. Pritchard moved and Mr. Young seconded the motion to close nominations and elect Mrs. M. Pritchard by acclamation. Votes for Mrs. M. Pritchard for Governing Board President resulted: Ayes: G. Pritchard, M. Pritchard, Young, Leap. Nays: None. Absent: Garver. President declared Mrs. M. Pritchard elected President.

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

Resolution No. 10-002

Election of Governing Board Vice President Postponed

Mrs. M. Pritchard moved and Mr. Young seconded the motion to postpone the election of the Governing Board Vice President until the February, 2010 board meeting. Roll call vote resulted: Ayes: G. Pritchard, Young, Leap, M. Pritchard. Nays: None. Absent: Garver. President declared motion carried.

Resolution No. 10-003

Establishment of Meeting Dates and Time

BE IT RESOLVED, that the regular meetings of the Butler County Educational Service Center Governing Board be held each month as listed in Appendix "A" which is attached and becomes an official part of these minutes. Meetings will be held in the board conference room of the Butler County Educational Service Center.

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

Resolution No. 10-004

Bonded Employees and Officers

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

Company: Ohio Casualty
Address: Hamilton, Ohio

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

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

Treasurer's Note: Items E – R were voted on in one motion, Resolution No. 10-005 – Resolution No. 10-018.

Resolution No. 10-005

Board Service Fund

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

Resolution No. 10-006

Authorization for Payment Within Appropriations Measure Amounts

BE IT RESOLVED, to dispense with the adoption of individual, separate, monthly, or regular resolutions authorizing the purchase or 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.

Resolution No. 10-007

Designated Official Newspapers

BE IT RESOLVED, 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 2010.

Resolution No. 10-008

Purchasing Agent Appointment

BE IT RESOLVED, 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.

Resolution No. 10-009

Federal and State Programs

BE IT RESOLVED, 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.

Resolution No. 10-010

Warrants Issued

BE IT RESOLVED, that the Treasurer be authorized to pay bills/invoices properly presented by vendors.

Resolution No. 10-011

Investment of Funds

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

Resolution No. 10-012

Investment Earnings

BE IT RESOLVED, 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.

Resolution No. 10-013

Signature Authorization

BE IT RESOLVED, that the Treasurer be designated as the official signer for expenditures of funds for the Governing Board.

Resolution No. 10-014

Employment of Temporary Personnel

BE IT RESOLVED, 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.

Resolution No. 10-015

Professional Meeting Requests

BE IT RESOLVED, 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.

Resolution No. 10-016

Employee Utilization

BE IT RESOLVED, 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.

Resolution No. 10-017

Request for Public Records Fee

BE IT RESOLVED, 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.

Resolution No. 10-018

Cell Phone Reimbursement

BE IT RESOLVED, 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 at \$20.

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

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

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

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

Resolution No. 10-019

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, 2009.

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's special meeting held December 29, 2009.

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

Resolution No. 10-020

Financial Reports

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Monthly Financial Report, Financial Detail Report, Bank Reconciliation, Investment Report, Head Start Financial Expenditure Reports for December, 2009.

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

Resolution No. 10-021

Finance/Audit Committee for FY10

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board President appoint a finance/audit committee for FY10 consisting of the Superintendent, the Treasurer, two Governing Board members and at least two members of the service area community.

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

Treasurer's Note: Mrs. M. Pritchard appointed Mrs. Suzie Rubin and Mr. T. J. Bugg to the Finance/Audit Committee as the two members of the service area community. Mr. G. Pritchard and Mrs. M. Pritchard were appointed as the two Governing Board members to serve on the committee.

Resolution No. 10-022

Martin Environmental Service, Inc. Contract

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the contract with Martin Environmental Service, Inc. for asbestos hazard abatement located at 400 N. Erie Blvd, not to exceed \$2,500 as listed in Appendix "B" which is attached and becomes an official part of these minutes.

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

Strategic Plan Comments: Mr. Ulm gave a building update on the abatement as well as the demo bid which will start on Friday, January 29th. He also talked about the projected cost reduction in the demo package. This was because of the work that was done prior to bidding out the project. Mrs. Hurwitz mentioned an application to ODE for the Family Civic Engagement Initiative has been submitted and the awards are to be announced next Monday, Feb. 1, 2010. Mr. Graft mentioned they are working diligently with the Early Head Start grant. Mrs. Thesken and Mr. Graft, along with HMG staff and HS staff are designing an organizational structure that provides the optimum services to children and families. Early Head Start will serve 125 children and will be up and running by April 1st. Ms. Brunsmann spoke about the ESC website and asked the board if they wanted to add anything to their page, including a photo of the Board. She showed the Board the interactive version of the policy manual and asked the members if they wanted an email address from the ESC. Board minutes beginning with Dec. 2009 will be posted on the board page. Mr. Hare stated he would deliver his State of the District next month. He pointed out that the Head Start budget for this program year ending January 31, 2010 was showing a balance of \$8,000. Our budget was on target for the year which is an excellent example of good planning and excellent execution of the plan.

Resolution No. 10-023

Resignations

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the resignations as listed.

CERTIFICATED PERSONNEL

a) Terbush, Jeffery

Position: Data Specialist
Effective: 06/01/10

NON-CERTIFICATED PERSONNEL

b) Leonard, Robyn

Position: Help Me Grow Service Coordinator
Effective: 02/01/10

c) Wilson, Erin

Position: Help Me Grow Service Coordinator
Effective: 02/01/10

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

Resolution No. 10-024

Initial Appointments

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the initial appointments as listed.

NON-CERTIFICATED PERSONNEL

a) Conley, Sara

Position: Cook
Contract: One year
Salary: \$9.15 per hour

b) Doerner, Julie

Position: Instructional Assistant
Contract: One year
Salary: \$15,862

c) Donovan, Tracy

Position: Social Worker – Edgewood
Contract: One year
Salary: \$23,542

d) Mignery, Mary Jo

Position: Assistant Teacher
 Contract: One year
 Salary: \$9.12 per hour

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

Resolution No. 10-025 **Contract Adjustment**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contract adjustment as listed.

NON-CERTIFICATED PERSONNEL

a) Krause, Christina

Position: Help Me Grow Service Coordinator
 Contract from: 260 days
 To: As needed
 Salary: \$15.95 per hour
 Effective: 03/01/10

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

Resolution No. 10-026 **Supplemental Contracts**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the supplemental contracts as listed.

NON-CERTIFICATED PERSONNEL

a) Bench, Barbara \$ 862.50
 b) Burress, Jean Michelle \$1,000.00
 c) Hubbard, Kelly \$1,000.00
 d) Nelson, Danielle \$1,000.00
 e) Till, Virginia \$1,000.00

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

Resolution No. 10-027

Employment of Certified Personnel as Substitutes

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the employment of certified personnel as substitutes as listed in Appendix "C" which is attached and becomes an official part of these minutes.

Mr. Young moved and Mr. Leap seconded the adoption of the resolution and roll call vote resulted:

Ayes: G. Pritchard, Young, Leap, M. Pritchard. Nays: None. Absent: Garver. President declared motion carried.

Resolution No. 10-028

Salary Increases

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the salary increases for 2009-2010 school year as listed in Appendix "D" which is attached and becomes an official part of these minutes.

Mr. Leap moved and Mr. G. Pritchard seconded the adoption of the resolution and roll call vote resulted:

Ayes: G. Pritchard, Young, Leap, M. Pritchard. Nays: None. Absent: Garver. President declared motion carried.

Resolution No. 10-029

Employment of Substitutes

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the substitutes as listed.

NON-CERTIFICATED PERSONNEL

- a) Henry, Christina
- b) Hughley, Laura
- c) Mays, Michaela
- d) McBride, Jawanna
- e) Pingleton, Angela
- f) Walker, Linda
- g) Walters, Amanda

CERTIFICATED PERSONNEL

- h) Geselbracht, Rebecca

Mr. Young moved and Mr. G. Pritchard seconded the adoption of the resolution and roll call vote resulted:

Ayes: G. Pritchard, Young, Leap, M. Pritchard. Nays: None. Absent: Garver. President declared motion carried.

Resolution No. 10-030

Job Description—Asst. Superintendent for Early Childhood Programs

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the Assistant Superintendent for Early Childhood Programs job description as listed in Appendix "E" which is attached and becomes an official part of these minutes.

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

Resolution No. 10-031

Job Abolishments

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board abolish the positions as listed effective February 1, 2010.

- a) Disabilities/Behavioral Health Manager
- b) Disabilities Specialist
- c) Education Assistant Manager (.8FTE position)

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

Resolution No. 10-032

Contract Suspensions

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board suspend the employment contracts as listed effective February 1, 2010.

- a) Cassini, Reba
- b) McKinney, Kimberly
- c) Rhoads, Amy

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

Resolution No. 10-033

Contractual Agreement – Strategic Management Solutions

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contractual agreement for Jackie Spencer of Strategic Management Solutions for E-Rate services for Priority 2 funding as listed in Appendix "F" which is attached and becomes an official part of these minutes.

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

Resolution No. 10-034

Head Start Self Assessment 2009

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the Head Start Self Assessment 2009 as listed in Appendix "G" which is attached and becomes an official part of these minutes.

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

Resolution No. 10-035

Professional Leave Meetings

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for the listed employees to attend the Tri-State DIVERSITY conference held in Hebron, KY on Feb. 4-5, 2010. Estimated expenses will be \$175.00 each.

- a) Thomas, Ashley – Family Service Worker
- b) Anaman, Agnes – Family Service Worker
- c) Bower, Candie – Family Service Worker
- d) Embry, Dawana – Family Service Worker
- e) Nelson, Danielle, Family Service Worker
- f) Schenck, Rosa – Translator
- g) Phillips, Robin – Nutrition Manager
- h) Connelly, Jane – Assistant Nutrition Manager
- i) Hoffman, Bonnie – Operations Manager
- j) McKinney, Kim – Disabilities & Behavioral Health Manager
- k) Snelling, Jean – Assistant Disabilities & Behavioral Health Manger
- l) Cassini, Reba – Disabilities Specialist
- m) Troy, Robin – School Psychologist
- n) Hartman, Lori – Family & Community Partnerships Manager for Head Start
- o) Cooper, Scotty – Assistant Family & Community Partnerships for Head Start
- p) Hubbard, Kelly - Assistant Family & Community Partnerships for Head Start
- q) Browning, Melissa – Assistant Health Manager
- r) Coles, Leslie – Assistant Health Manager
- s) McCabe, Susan – Health Specialist

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

Resolution No. 10-036

Transportation Lease Agreement

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the transportation lease agreement with Butler County Board of Developmental Disabilities effective Jan. 27, 2010 – Jan. 27, 2020 as listed in Appendix "H" which is attached and becomes an official part of these minutes.

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

Treasurer's Note: Recognition was given to our Governing Board Members from the Ohio School Board Association in the following resolution:


The Superintendent recognizes on behalf of the Ohio School Board Association Governing Board members: Elaine Garver, Walter Leap, Graham Pritchard, Mary Pritchard and Daniel Young, in appreciation for their outstanding dedication to public education.

Board Member Comments: Mr. Young recognized Mrs. Hurwitz for her outstanding effort in writing of the Early Head Start grant. Mr. Leap mentioned his disappointment at not joining OSBA for the upcoming year and receiving the recognition from OSBA for outstanding service as a board member this past year. Mrs. M. Pritchard mentioned she had forward information to Mrs. Thesken regarding a program entitled "Recognizing Depression in Employees". She also asked that we remember Mrs. Garver in our prayers as her mother was ill.

Resolution No. 10-037

Adjournment

Mr. Leap moved and Mr. Young seconded that the Governing Board meeting adjourn at 7:44 p.m. Roll call vote resulted: Ayes: G. Pritchard, Young, Leap, M. Pritchard. Nays: None. Absent: Garver. President declared motion carried.



Mrs. Mary Pritchard
Governing Board President



Mr. Ken Ulm
Governing Board Treasurer

2/24/2010
Date

2/24/2010
Date