

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### Minutes of the January 19, 2011 Organizational/Regular Meeting

The Butler County Educational Service Center Governing Board met at 7:00 p.m. on Wednesday, January 19, 2011 at the Educational Service Center located at 400 North Erie Blvd, Suite A, Hamilton, Ohio 45011.

Minutes were taken by Treasurer; Ken Ulm.

Mrs. M. Pritchard, President called the meeting to order at 7:00 p.m.

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

Resolution No. 11-001

#### **Election of the 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. 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. 11-002

#### **Election of Governing Board Vice President**

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

**Treasurer's Note:** Mr. Ulm, Treasurer; administered the Vice-Presidential Oath of Office to Mrs. Garver.

Resolution No. 11-003

#### **Establishment of Meeting Dates and Time**

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

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

Resolution No. 11-004

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

**Treasurer's Note:** Items E – R were voted on in one motion, Resolution No. 11-005 – Resolution No. 11-018.

Resolution No. 11-005

**Board Service Fund**

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

Resolution No. 11-006

**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 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.

Resolution No. 11-007

**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 2011.

Resolution No. 11-008

**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. 11-009 **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. 11-010 **Warrants Issued**

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

Resolution No. 11-011 **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. 11-012 **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. 11-013 **Signature Authorization**

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

Resolution No. 11-014 **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. 11-015 **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. 11-016 **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. 11-017

**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. 11-018

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

Resolution No. 11-019

**Executive Session for the Purpose of Personnel – Evaluation of the Superintendent and Treasurer**

Mr. G. Pritchard moved and Mrs. Garver seconded the motion to move into executive session for the purpose of personnel: evaluation of the Superintendent and Treasurer. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Board entered into executive session at 7:05 p.m.

Board emerged from executive session at 8:15 p.m.

Resolution No. 11-020

**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 15, 2010.

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

Resolution No. 11-021                      **Financial Reports**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Monthly Financial Reports, Financial Detail Reports, Bank Reconciliation, Investment Report, Head Start Financial Expenditure Reports for December, 2010.

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

Resolution No. 11-022                      **Finance/Audit Committee for 2011**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board President appoint a finance/audit committee for 2011 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. G. Pritchard seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

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

Resolution No. 11-023                      **Transfer of Funds**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the transfer of funds as listed.

From:	Kinship Navigator	022-9428	\$41,637.49
To:	Kinship Navigator	002-9429	\$41,637.49

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

Resolution No. 11-024                      **MasterCard Expenditures**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the MasterCard expenditures for December, 2010 as listed in Appendix "B" which is attached and becomes an official part of these minutes.

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

Resolution No. 11-025                      **One Time Donation**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve a one time donation from The Community Foundation of West Chester/Liberty – Anthony’s Army Fund in the amount of \$200.

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

Resolution No. 11-026                      **One Time Donation**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve a one time anonymous donation to the Butler County Success Program in the amount of \$697.

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

Resolution No. 11-027                      **Bethesda Healthcare Inc. - CONCERN Services Agreement**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Services Agreement with Bethesda Healthcare Inc. to provide the CONCERN Services Program effective February 1, 2011 at an annual rate of \$28.08 per eligible employee as listed in Appendix "F" 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-028                      **SWOCA Service Agreement**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Services Agreement between SWOCA and the Butler County Educational Service Center on behalf of the Madison Local School District in the amount of \$25.00 per hour as listed in Appendix "G" 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-029

**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) Broderick, Rosemary

Position:	Transition Coordinator
Contract:	One year
Salary:	\$33,600

b) Krause, Jason

Position:	Dean of Students and Activities
Contract:	One year
Salary:	\$72,251

c) Reiley, Sarah

Position:	Nutrition Specialist
Contract:	One year
Salary:	\$14.00 per hour

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

Resolution No. 11-030

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

Resolution No. 11-031

**Employment of Substitutes**

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

## CERTIFICATED PERSONNEL

a.) Coffelt, Jessica

NON-CERTIFICATED PERSONNEL

a) Whalen, Brian

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

Resolution No. 11-032 **Butler County Success Contractual Agreements**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the Butler County Success contractual agreements as listed in Appendix "D" which is attached and becomes an official part of these minutes.

a) Because You Count/Whiz Kids Tutoring	\$6,500
b) YWCA Family Literacy Program	\$19,350

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

Resolution No. 11-033 **Professional Leave Meetings**

- A. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Heather Wells to attend the Community Anti-Drug Coalitions of America (CADCA) Conference held in National Harbor, MD on Feb. 7 – 11, 2011. Expenses will be paid.
- B. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Bonnie Hoffman to attend the Head Start Fiscal Protocol training held in St. Louis, MO on Jan. 12-13, 2011. Estimated expenses will be \$550.
- C. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Larry Slocum to attend the Conscious Discipline Advanced Workshop held in Orlando, FL on Feb. 18-22, 2011. Estimated expenses will be \$1,044.90
- D. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Leslie Coles, Frances Rasmussen and Nikki Taylor to attend the Managing Comprehensive Health Services training held in New Orleans, LA on March 14-17, 2011. Estimated expenses will be \$1,300 per person.
- E. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Brandy Deere, Leah Draut, Jolynn Hurwitz, Lee Ann Kubesch and Lisa Riede to attend the National Wraparound Conference held in Cocoa Beach, FL on Feb. 15-18, 2011. Estimated expenses will be \$1,200 each.

F. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Carrie Corder, Principal at the ELC, Jon Graft, Assistant Superintendent for Early Childhood Programs, and an Assistant Site Manager to be determined, to attend the Office of Head Start Summit – On the Road to School Readiness on February 15-17, 2011 in Baltimore Maryland. The estimated cost per person incurred by the BCESC will be \$1,000.

G. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Angela Madlinger and Michele Zimmerman, Assistant Site Managers, to attend the Finding the Keys to ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) on April 19-20, 2011 in Baltimore, Maryland. The estimated cost incurred by the BCESC will be \$1,000.

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

Resolution No. 11-034

**Withdraw of Request for Waiver for Early Head Start**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve for the Early Childhood Program to withdraw the Request for Waiver for Early Head Start in the amount of \$107,363.

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

Resolution No. 11-035

**Lay on the Table a Motion to Consider the Butler County ESC  
360 Evaluation Contract with Miami University**

Mr. G. Pritchard moved and Mr. Young seconds the motion to lay on the table the tabled motion Resolution No. 10-339 from the December 15, 2010 regular Governing Board meeting regarding approval of the contract with Miami University to conduct the 360 evaluation of the Butler County ESC in the amount of \$10,628. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-036

**Butler County ESC 360 Evaluation**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the proposal of the 360 evaluation of the Butler County ESC in the amount of \$10,628 as listed in Appendix "E" which is attached and becomes an official part of these minutes. The Board waives the application of Policy 6320 which stipulates that at least 2 quotes will be sought on purchases of \$10,000 for a single item.

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

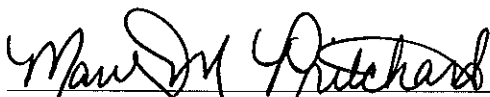
Board Member Comments:

Mrs. Garver stated the Women Living United raised \$50,000 to extend the Dolly Parton Imagination Library to Monroe, Edgewood and Madison. Last year's CRAWL scores for Middletown improved 11%.

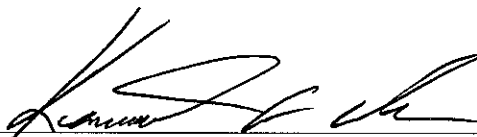
Resolution No. 11-037

**Adjournment**

Mr. Young moved and Mr. Leap seconded that the Governing Board meeting adjourn at 8:34 p.m. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.



Mrs. ~~Mary~~ Pritchard  
Governing Board President



Mr. Ken Ulm  
Governing Board Treasurer

Feb 23, 2011  
Date

2-23-11  
Date