

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### Minutes of the May 26, 2010 Regular Meeting

The Butler County Educational Service Center Governing Board met at 7:00 p.m. on Wednesday, May 26, 2010 at the Educational Service Center located at 1910 Fairgrove Avenue Suite B, Hamilton, Ohio 45011.

Minutes were taken by Treasurer; Ken Ulm.

Mrs. Mary Pritchard, President called the meeting to order at 7:04 p.m.

**ROLL CALL** - showed the following members present: Garver, G. Pritchard, Leap, 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 Brunzman; Assistant Superintendent for Early Childhood, Jon Graft; Executive Director for FCFC, Jolynn Hurwitz and guests; Alan Rigling, Laura Olwares, Manuel Alayon, Lisa Schlabach, Adriana Chavez, Patricia Pastran, Jillen Vash, Julie Vash, Ben Hemmelgarn, Jacob Carberry. A total of 25 guests were present and not all of them signed in that evening.

**Treasurer's Note:** A presentation was held by Fairfield South B Head Start children and Mr. Larry Slocum. The Martha Rahfuse recipients were recognized before each vote was made by the Governing Board. This recognition started at 7:25 p.m.

Resolution No. 10-130

#### **Martha Seward Rahfuse Memorial Scholarship**

WHEREAS, the Governing Board of the Butler County Educational Service Center is charged with selecting the recipient of the Martha Seward Rahfuse Memorial Scholarship.

THEREFORE, BE IT RESOLVED, that *Jacob D. Carberry* of Madison High School, be named the 2010 recipient of the Martha Seward Rahfuse Memorial Scholarship.

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

Resolution No. 10-131

#### **Martha Seward Rahfuse Memorial Scholarship**

WHEREAS, the Governing Board of the Butler County Educational Service Center is charged with selecting the recipient of the Martha Seward Rahfuse Memorial Scholarship.

THEREFORE, BE IT RESOLVED, that *Douglas T. Furia* of Lakota East High School, be named the 2010 recipient of the Martha Seward Rahfuse Memorial Scholarship.

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

Resolution No. 10-132

**Martha Seward Rahfuse Memorial Scholarship**

WHEREAS, the Governing Board of the Butler County Educational Service Center is charged with selecting the recipient of the Martha Seward Rahfuse Memorial Scholarship.

THEREFORE, BE IT RESOLVED, that *Benjamin T. Hemmelgarn* of Ross High School, be named the 2010 recipient of the Martha Seward Rahfuse Memorial Scholarship.

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

Resolution No. 10-133

**Martha Seward Rahfuse Memorial Scholarship**

WHEREAS, the Governing Board of the Butler County Educational Service Center is charged with selecting the recipient of the Martha Seward Rahfuse Memorial Scholarship.

THEREFORE, BE IT RESOLVED, that *Julie E. Vash* of Lakota East High School, be named the 2010 recipient of the Martha Seward Rahfuse Memorial Scholarship.

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

**Treasurer's Note:** Barb Houchin was recognized for her years of service to the ESC and the children in the Head Start program. The board members presented her with a gift and wished her well in her retirement.

Resolution No. 10-134

**Approval of Minutes**

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's regular meeting held April 28, 2010.

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's special meeting held May 3, 2010.

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

Resolution No. 10-135

**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 April, 2010.

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

Resolution No. 10-136

**MasterCard/Ohio Child and Adult Care Expenses**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the mastercard expenses for the month of March and April and the Ohio Child and Adult Care Food Program reimbursement for the month of February as listed in Appendix "A" 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-137

**School Insurance Consultants Group**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the contractual agreement with School Insurance Consultants Group for liability, property and fleet coverage in the amount of \$11,026 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-138

**Section 125 Plan**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the changes to the Section 125 flexible benefit plan for the 2010-2011 school year 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-139

**Butler Health Plan Changes**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board endorse the Butler Health Plan changes effective January 1, 2011.

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

Resolution No. 10-140

**Industrial Communication and Sound Inc.**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Industrial Communication and Sound Inc. contractual agreement for the property located at 400 N. Erie Blvd in the amount of \$105,416 as listed in Appendix "J" 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-141

**Miles Ahead Technology, LLC**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Miles Ahead Technology, LLC contractual agreement for the property located at 400 N. Erie Blvd in the amount of \$72,442.34 as listed in Appendix "K" 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Strategic Plan Comments: Mr. Graft stated that the Help Me Grow staff will be vacating their offices as of June 30, 2010. He and staff are in the process of a relocation plan. Mr. Ulm reported that the ESC is in negotiations with Neyer Inc. regarding our lease agreement for the offices at 1910 Fairgrove Ave. and that we may need a special meeting to approve that agreement.

Resolution No. 10-142

**Initial Appointments**

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

## CERTIFIED PERSONNEL

## a) Flum, Megan

Position:	Special Education Teacher
Contract:	One year
Salary:	\$36,343

## b) Honerlaw, David

Position:	Special Education Teacher
Contract:	One year
Salary:	\$40,012

## NON-CERTIFIED PERSONNEL

## c) Miller, Elizabeth

Position: Help Me Grow Service Coordinator I  
 Contract: One year  
 Salary: \$30,000

## d) O'Donohoe, Kelly

Position: Help Me Grow Service Coordinator I  
 Contract: One year  
 Salary: \$29,000

## e) Ormiston, Lesley

Position: Help Me Grow Service Coordinator I  
 Contract: One year  
 Salary: \$31,000

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

## Resolution No. 10-143

**Contract Adjustments**

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

## a) Harrison, Lena

Position from: Secretary  
 To: Early Head Start Intake and Referral Specialist  
 Salary from: \$31,312  
 To: \$32,312  
 Effective: 5/3/2010

## b) Schneder, Delores

Position from: Help Me Grow Service Coordinator II  
 To: Help Me Grow Service Coordinator I  
 Salary from: \$46,595  
 To: \$36,000  
 Effective: July 1, 2010

## c) Troike, Marlene

Days from: 230  
 To: 260  
 Effective: April 9, 2010

## d) Ward, Judy

Position from: Help Me Grow Service Coordinator II  
 To: Help Me Grow Service Coordinator I  
 Salary from: \$50,613  
 To: \$36,000  
 Effective: July 1, 2010

## e) Wynne, Cari

Position from: Community School Liaison  
 To: Butler County Success Supervisor  
 Salary from: \$36,234  
 To: \$50,000  
 Effective: June 1, 2010

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

Resolution No. 10-144

**Supplemental Contracts**

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

a. Aldridge, Jenette	31 days
b. Anaman-Boateng, Agnes	20 days
c. Baker, Nancy	\$2,500
d. Bench, Barbara	\$887.50
e. Bowens, Regina	31 days
f. Bryan, Wendy	\$2,880
g. Cooper, Scotty	31 days
h. Farmer, Jack	31 days
i. Franks, Kelly	\$2,500
j. Grant, Pam	31 days
k. Guadalupe, Noelia	\$2,500
l. Harrison, Lena	\$2,500
m. Hartman, Lori	\$2,500
n. Hartman, Melissa	31 days
o. Hoffman, Bonnie	\$2,500
p. Houchin, Barb	\$2,500
q. Hubbard, Kelly	\$2,500
r. Jerez, Julia	\$2,880
s. Marhoffer, Jim	\$2,500
t. Martin, Jessica	31 days
u. Nelson, Danielle	\$656.25
v. Pernell, Carla	31 days
w. Ramirez, Melissa	20 days
x. Smith, Magdalena	\$10.00 per hour as needed
y. Soto, Misty	\$2,880
z. Sutherland, Nicole	31 days

aa. Tallon, Kathy	\$2,500
bb. Ward-Brown, Melissa	\$2,500
cc. White, Nancy	31 days

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

Resolution No. 10-145

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

Resolution No. 10-146

**Limited Contract Renewals – Non-Certified School Programs and Services**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board renew the limited non-certified contracts for the 2010-2011 school year for the employees as listed.

<u>NAME</u>	<u>CONTRACT</u>	<u>EXPIRES</u>
Miller, Elizabeth	one year	2011
O'Donohoe, Kelly	one year	2011
Ormiston, Lesley	one year	2011

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

Resolution No. 10-147

**Job Abolishments**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board abolish the positions as listed effective July 31, 2010.

- a) Educational Assistant – EIS – 3 Positions
- b) Educational Assistant – EIT – 3 Positions
- c) Teacher – EIS
- d) Teacher – SIT- 2 Positions
- e) Help Me Grow Service Coordinator II – 3 Positions

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

Resolution No. 10-148

**Contract Suspension**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board suspend the employment contracts as listed effective August 20, 2010.

- a) Blevins, Kacie
- b) Hilsmier, Stacie
- c) Kendall, Belinda
- d) Lewis, Gina
- e) Porada, Cynthia
- f) Shinkle, Rhonda
- g) Stephenson, Jennifer
- h) Suttmiller, Patricia

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

Resolution No. 10-149

**Special Education Teacher - Job Description**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the job description for Special Education Teacher as listed in Appendix "E" 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: Garver, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-150

**Salary Adjustment and Position Change**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the salary adjustment and position change for 2010-2011 as listed.

- a) Sandifer, Teresa

Position from:	Teacher – EIS
To:	Special Education Teacher
Salary from:	\$39,606
To:	\$40,940

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

Resolution No. 10-151

**Resignations**

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

## NON-CERTIFIED PERSONNEL

a) McKinney, Kim

Position:	Early Head Start Home Visitor
Effective:	06/04/2010

b) Phillips, Robin

Position:	Nutrition Manager
Effective:	06/04/2010

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

Resolution No. 10-152

**OfficeCare Contractual Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contractual agreement with OfficeCare for an 18 hour labor block for services not to exceed \$2,000 as listed in Appendix "F" 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-153

**Energy Manager Consultant Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the Energy Manager consultant agreement for Fairfield City School District in the amount not to exceed \$20,000 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, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 10-154

**Head Start Lease Agreements**

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

- a) Presbyterian Church
- b) Middletown City School District
- c) Madison Local School District

- d) Hamilton City School District
- e) Trenton Mennonite Church
- f) Butler County Board of Developmental Disabilities

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

Resolution No. 10-155

**Invo Health Care Associates, Inc.**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contractual agreement with Invo Health Care Associates, Inc. effective June 1, 2010 – May 31, 2011 at a rate of \$56.00 per hour as listed in Appendix "I" which is attached and becomes an official part of these minutes.

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

**Board Member Comments:** Mr. Young asked Mrs. Thesken how difficult it was to reach agreement on the BHP changes. She explained that she met with employees and it was not difficult for them to agree.

Mrs. Pritchard asked a question regarding training for retiree Barb Houchin. Mr. Graft explained that while Mrs. Houchin is retiring she will continue to assist with some aspects of the program including the pending health clinic at Union Day School.

Resolution No. 10-156

**Executive Session - Evaluation of the Superintendent and Treasurer**

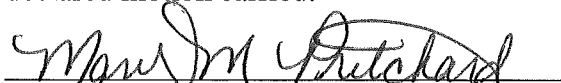
Mr. G. Pritchard moved and Mrs. Garver seconded the motion to move into executive session for the purpose of evaluation of the Superintendent and Treasurer. Roll call vote resulted: Ayes: Garver, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

Board entered into executive session at 8:04 p.m.  
Board emerged from executive session at 9:20 p.m.


Resolution No. 10-157

**Adjournment**

Mr. G. Pritchard moved and Mrs. Garver seconded that the Governing Board meeting adjourn at 9:20 p.m. Roll call vote resulted: Ayes: Garver, G. Pritchard, Leap, Young, M. Pritchard. Nays: None. President declared motion carried.

  
Mrs. Mary Pritchard  
Governing Board President

6/23/10  
Date

  
Mr. Ken Ulm  
Governing Board Treasurer

6/23/10  
Date