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# BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

## Minutes of the September 28, 2011 Regular Meeting

The Butler County Educational Service Center Governing Board met at 7:00 p.m. on Wednesday, September 28, 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. Mary Pritchard, President called the meeting to order at 7:00 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 Early Childhood, Jon Graft and guests; Alan Rigling, David Gibson, Dr. Kevin Bush and Dr. Doris Bergen.

### Resolution No. 11-138                      **Approval of Minutes**

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's regular meeting held August 24, 2011.

Mr. Young 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. 11-139                      **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 August, 2011.

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. 11-140                      **American Express Expenses**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the American Express expenses for the Head Start program for the month of August as listed in Appendix "A" which is attached and becomes an official part of these minutes.

Mrs. Garver 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. 11-141

**Then and Now**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the Then and Now in the amount of \$6,350 on behalf of New Miami Local Schools as listed in Appendix "B" which is attached and becomes an official part of these minutes.

Mr. Young 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. 11-142

**Clark, Schaefer & Hackett Contract**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the contractual agreement with Clark, Schaefer & Hackett to provide auditing services in the amount of \$19,500 as listed in Appendix "C" which is attached and becomes an official part of these minutes.

Mrs. Garver 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. 11-143

**Donation – Hamilton West Eagles**

BE IT RESOLVED, upon the recommendation of the Treasurer, that the Governing Board approve the donation from the Hamilton West Eagles in the amount of \$315 for the Backpack Program and school supplies.

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.

**Strategic Planning Comments:**

Mr. Hare distributed the following information to the board members:

1. Tonight you will receive the 360 Evaluation completed by Miami University.
  - a. Senior Leadership will review the evaluation in detail and determine the next steps.
  - b. We will look at concerns and strengths.
    - What items align with our mission, vision and strategic goals?
    - What are the no or little cost and the no or little human resource items that can be addressed immediately?
    - What are the higher cost or the more human resource intensive issues that will need evaluation and planning before implementation?
2. HB 153
  - a. All districts with an average daily membership or less than 16,000 **shall** align with an ESC before January 1, 2012.
  - b. All districts with an average daily membership of more than 16,000 **may** align with an ESC before January 1, 2012.
  - c. Leadership is making no assumptions about any district's continued alignment with the ESC.

- d. Leadership is in the process of planning to discuss alignment with the leadership of the districts and securing approval as soon as possible.
3. Re-inventing the SRAAB ( State Regional Alliance Advisory Board Sub HB 115)
  - a. Today's meeting was the first time the State Superintendent and ODE met with every ESC Superintendent to discuss anything. Today's topic was HB 153
  - b. A team of ESC Superintendents and ODE are going to Oregon to see how their model for shared services developed.
  - c. We were authentically engaged in conversation for the first time ever.
  - d. ESC's were embraced as being key to assisting ODE in assisting districts to meet the new educational standards in HB153.

Mr. Jon Graft distributed the following information to the board members:

This has been a busy month as I am in the middle of transitioning to a new position as well as kicking off the start of the year. As this month has gone by very quickly, below are a few items to review the progress we have made thus far in the school year.

- **Transition to Superintendent**

- I attended my first Superintendent meeting and have several meetings scheduled to follow up on discussions of shared services and ESC alignment.
- Met individually with 9 of 10 Superintendents to discuss their mission and vision related to their districts and how the ESC might be of assistance (10 Superintendent is scheduled).
- Began attendance at FCFC resource management team to determine transition plan for Jolynn's retirement. I plan to attend as a regular member
- Met with Butler County DD Supt.(Chris Hurr) to discuss Early Childhood Programs
- Attended OESCA conference regarding shared services.
- Attended webinar regarding Systems Thinking

- **Education**

- Contract with Miami Valley Academy for Curriculum Services
- Contract for Professional Development for Job and Family Service childcare providers
- Resident Educator Consortium
- Blockfest Training for Early Childhood Team
- Systems Thinking webinar
- Community Resource Fair

- **Education and Professional Development**

- Exploring options for Email/Event Marketing & online registration/payment
- New Marketing templates
- Exploring marketing channels for optimum response
- Event Planning (in progress)
- Developing process which will include:
  - Event packet
  - Pricing
  - Set Up Options

- Services (catering, AV etc)
- Suggested - Event request form on the new website
- **Staffing Additions**
  - Certification Specialist
  - Nursing Services for Lakota
  - Special Services Director begins October 3<sup>rd</sup>.

**Special Presentation:** Dr. Kevin Bush and Dr. Doris Bergen presented the results of the 360 Evaluation, which was conducted by Miami University. The notes from the power point presentation are contained in Appendix “P” which are attached and becomes an official part of these minutes.

Resolution No. 11-144

**Resignations**

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

NON-CERTIFIED PERSONNEL

a) Hartman, Melissa

Position: Assistant Teacher/Van Monitor  
Effective: 08/23/2011

b) Hudson, Portia

Position: Nutrition Specialist  
Effective: 10/22/2011

c) Hurwitz, Jolynn

Position: Family and Children First Council Director  
Effective: 02/28/2012

d) Jett, Deborah

Position: Instructional Assistant  
Effective: 2011-2012

e) Martin, Jessica

Position: Assistant Teacher  
Effective: 09/28/2011

f) McGuire, Michael

Position: Transporter  
Effective: 09/02/2011

g) Rivera, Elizabeth

Position: Family Service Worker  
Effective: 09/02/2011

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. 11-145

### 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.

#### NON-CERTIFIED PERSONNEL

a) Brinkman, Abbey

Position: Teacher  
Contract: One year  
Salary: \$15.00 per hour

b) Caruso, Amanda

Position: Assistant Teacher  
Contract: One year  
Salary: \$10.85 per hour

c) Corcoran, Monica

Position: Sign Language Interpreter  
Contract: One year  
Salary: \$22,770

d) Eisenbraun, Donna

Position: Certification Specialist  
Contract: One year  
Salary: \$40,000

e) Gajic-Fisic, Dajana

Position: Community Wraparound Facilitator  
Contract: One year  
Salary: \$35,000

f) Garrett, Luke

Position: System Support Technician  
Contract: One year  
Salary: \$37,000

## g) Grubb, Stephanie

Position: Teacher  
 Contract: One year  
 Salary: \$15.28 per hour

## h) Lozano, Lina

Position: Secretary – Prenatal to Three  
 Contract: One year  
 Salary: \$27,513

## i) Seeley, Debra

Position: Assistant Teacher/Van Monitor  
 Contract: One year  
 Salary: \$9.39 per hour

## j) Strobel, Angela

Position: Assistant Teacher/Van Monitor  
 Contract: One year  
 Salary: \$9.50 per hour

## CERTIFIED PERSONNEL

## k) Kochunas, Marjorie

Position: Physical Therapist  
 Contract: As Needed  
 Salary: \$37.00 per hour

## l) Root, Matthew

Position: Long Term Substitute Teacher  
 Contract: One year  
 Salary: \$36,588

Mr. Leap 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. 11-146

**Contract Adjustments**

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

## NON-CERTIFIED PERSONNEL

## a) Detcher, Abigail

Days from: 175  
 Days to: 178  
 Salary from: \$15,190  
 Salary to: \$21,360  
 Effective: 2011-2012

## b) Kingrey, Stephanie

Position from:	Community Wraparound Program Assistant
Position to:	Family Service Worker
Days from:	260
Days to:	184
Salary from:	\$16.50 per hour
Salary to:	\$12.56 per hour
Effective:	09/26/2011

## c) Thompson, Adam

Days from:	210
Days to:	217
Salary from:	\$26,880
Salary to:	\$27,776
Effective:	2010-2011

Mr. Young 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. 11-147

**Supplemental Contracts**

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

a) Bench, Barbara	\$1,200
b) Madlinger, Angela	\$1,200
c) Robinson, Lester	\$12.00 per hour as needed
d) Zimmerman, Michele	\$1,200

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. 11-148

**Employment of Non-Certified Personnel as Substitutes**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the employment of non-certified personnel as substitutes as listed.

a) Rivera, Elizabeth
b) Spencer, Kendra

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. 11-149

**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. 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. 11-150

**Curriculum Consultant Contracts**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the curriculum consultant contracts as listed in Appendix "E" which is attached and becomes an official part of these minutes.

- a) Becker, Donna
- b) Bollie, Bonnie
- c) Benadum, Lori
- d) Chaney, Donna
- e) Fitzharris, Bonnie
- f) Hesler, Vicki
- g) Kolp, Rita
- h) Marsh, Floy Ann
- i) Qualls, Karen
- j) Spaeth, Lin
- k) Vernot, David
- l) Walker-Glenn, Michelle

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. 11-151

**Cheryl Burns Contract**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contract with Cheryl Burns in the amount of \$45 per hour effective Sept. 28, 2011 – Aug. 31, 2012 as listed in Appendix "F" 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, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-152

**Barbara Houchin Contract**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contract with Barbara Houchin to provide instructional services effective Sept. 28, 2011 – June 1, 2012 as listed in Appendix “G” 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-153

**Shared Harvest Foodbank MOU**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the memorandum of understanding with Shared Harvest Foodbank for the Backpack Program effective the 2011-2012 school year in the amount not to exceed \$9,500 as listed in Appendix “H” 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. 11-154

**Miami University – Success Program**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the contract with Miami University for the evaluation of the Butler County Success Program effective Aug. 15, 2011 – June 30, 2012 in the amount of \$28,000 as listed in Appendix “I” which is attached and becomes an official part of these minutes.

Mrs. Garver 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. 11-155

**SELF Lease Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the lease agreement with Supports to Encourage Low-Income Families (SELF) effective Sept. 1, 2011 – Sept. 1, 2012 in the amount of \$416.66 monthly as listed in Appendix “J” 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. 11-156

**ProLink Staffing Services Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the agreement with ProLink Staffing Services to provide registered nurses at the rate of \$31.00 per hour as listed in Appendix "K" 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-157

**Health Foundation of Greater Cincinnati Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the Health Foundation of Greater Cincinnati agreement, on behalf of Family and Children First Council, effective July 1, 2011- Dec. 31, 2011 at the rate of \$45 per hour not to exceed \$1,800 as listed in Appendix "L" 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, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-158

**Bylaws and Policies – Second Reading**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the bylaws and policies as listed in Appendix "M" which is attached and becomes an official part of these minutes.

0160, 1613, 2120, 2412, 2461, 3213, 3215, 4213, 4215, 5512, 5751, 6231, 6232, 6320,  
6550, 7434, 8431, 8500, 8550, 9150, 9160, 5200, 6460, 7540.03, 7540.04, 7540

Mr. Young 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. 11-159

**Professional Meetings**

- A. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Scotty Cooper at the Managing and Supervising Disabilities Services held on Oct. 4-5, 2011 in Indianapolis, IN. Estimated expenses will be \$750.
- B. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Wendy Folino at the 21<sup>st</sup> Annual Pegasus Conference held on Oct. 31, 2011 – Nov. 2, 2011 in Seattle, WA. Estimated expenses will be \$600.
- C. BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve attendance for Nikki Taylor at the Health Services Management Conference held on Oct. 17-21, 2011 in San Francisco, CA. Estimated expenses will be \$3,000.

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. 11-160

**Department of Job and Family Services Contract**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the purchase of service contract with the Butler County Department of Job and Family Services for the purchase of daycare certification and training services effective August 1, 2011 – July 31, 2014 in the amount not to exceed \$91,400 as listed in Appendix “N” 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: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 11-161

**Ohio Department of Health Subsidy Agreement**

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Governing Board approve the subsidy agreement with the Ohio Department of Health in that amount not to exceed \$364,233 as listed in Appendix “O” which is attached and becomes an official part of these minutes.

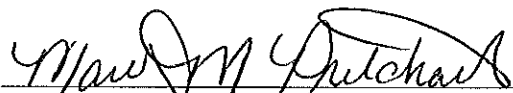
Mr. G. Pritchard moved and Mr. Leap seconded the adoption of the resolution and roll call vote resulted:  
Ayes: Garver, Leap, G. Pritchard, Young, M. Pritchard. Nays: None. President declared motion carried.

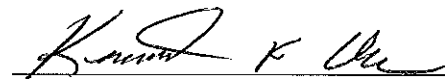
**Board Member Comments:** Mr. Young was glad to see the positive comments in the 360 Evaluation. He stated he expected nothing less. He noted that Mrs. Seifert has done an excellent job with the promotional materials. Mr. Leap thanked Mrs. Garver for recognizing his alma mater. He reminded everyone of the upcoming MidFest. Mrs. Garver was proud that a consumer for the Community Action Team was employed by the ESC. Mrs. Pritchard mentioned that a home school family sent a thank you note to Mr. Hare. Mrs. Pritchard also mentioned she had the opportunity to thank the family for the letter sent to Mr. Hare.

Resolution No. 11-162

**Adjournment**

Mr. Young moved and Mr. Leap seconded that the Governing Board meeting adjourn at 8:33 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

10-26-11  
Date

10-26-11  
Date