

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### Minutes of the February 24, 2016 Regular Meeting

The Butler County Educational Service Center Governing Board met at 4:30 p.m. on Wednesday, February 24, 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 4:30 p.m.

**ROLL CALL** - showed the following members present: Garver, Leap, M. Pritchard, Schechter. Also, present was the Superintendent, Jon Graft; Treasurer, Ken Ulm; Assistant Superintendent for Human Resources, Lori Thesken; and guests; Alan Rigling.

**Treasurer's Note:** Mr. G. Pritchard entered the meeting at 4:46 p.m.

Resolution No. 16-043

#### Approval of Minutes

BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's organizational/regular meeting held January 11, 2016.

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

Resolution No. 16-044

#### 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 January, 2016.

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

Resolution No. 16-045

#### Master Card Expenditures

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

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

Resolution No. 16-046

**USDA**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the USDA for the months of October, November, and December of 2015 as listed in Appendix "B" which is attached and becomes an official part of the minutes.

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

**Treasurer's Note:** Mr. G. Pritchard entered the meeting at 4:46 p.m.

Resolution No. 16-047

**Resignations**

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

## CERTIFIED

a. Scroggins, Roger

Position: School Psychologist  
Effective: 1/22/2016

## NON-CERTIFIED

b. Berleman, Kelly

Position: Community Wraparound Facilitator  
Effective: 1/11/2016

c. Cuellar, Anthony

Position: Family Service Worker – Centralized Intake/Translation  
Effective: 2/26/2016

d. Enyeart, Angela

Position: Teacher – Preble Co  
Effective: 10/28/2015

e. Harris, Sheila

Position: Educational Aide  
Effective: 1/28/2016

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

Resolution No. 16-048

**Resignation of the Superintendent – Jon Graft**

BE IT RESOLVED, the Superintendent requests the Governing Board approve the resignation of Jon Graft, Superintendent of the Butler County Educational Service Center effective July 31, 2016.

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

Resolution No. 16-049

**Initial Appointments**

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

## CERTIFIED

## a. Harless, Mariah

Position: Certified Occupational Therapy Assistant  
 Contract: As Needed  
 Salary: \$21.00 per hour

## NON – CERTIFIED

## b. Cavanaugh, Ellen

Position: Educational Aide (for individual child)  
 Contract: As Needed  
 Salary: \$11.25 per hour

## c. Fetherolf, Dorothy

Position: Instructional Assistant  
 Contract: One Year  
 Salary: \$18,000

## d. Hargraves, Shannon

Position: Educational Aide (for individual child)  
 Contract: As Needed  
 Salary: \$10.00 per hour

## e. Lamping, Jodie

Position: Teacher – Butler Co. Head Start  
 Contract: One Year  
 Salary: \$20,600

## f. Schwer, Melanie

Position: Instructional Assistant  
 Contract: One Year  
 Salary: \$17,640

g. Williams, Jody

Position: Community Wraparound Facilitator  
 Contract: One Year  
 Salary: \$36,000

EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES

Barger, Susan  
 Grover, Samantha  
 Littlejohn, Elisa

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

Resolution No. 16-050                      **Salary Increases**

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

	From	To
Hudson, Erica	\$10.44 per hr.	\$11.00 per hr.

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

Resolution No. 16-051                      **Supplemental Contracts**

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

Hart, Karen	up to 20 days
Haydon, Faith	\$ 200.00
Pilgrim, Melanie	\$1,500.00
Ress, Lisa	\$ 270.08
Singh, Brandi	\$1,000.00
Waters, Vanessa	\$ 355.52

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

Resolution No. 16-052

**Contract Adjustment**

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

a. Brite, Erin

Position:	Community Wraparound Facilitator
Days from:	240
Days to:	As Needed
Salary from:	\$36,000
Salary to:	\$25.00 per hour

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

Resolution No. 16-053

**Medical Leave of Absence**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the medical leave of absences as listed.

Mansfield, Balita  
Walker, Miranda

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

Resolution No. 16-054

**Salary Schedule Revision for 2016-2017 Year**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the salary schedule revision effective 2016-2017 as listed in Appendix "C" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-055

**Monroe Local Schools Revised Service Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the revised agreement for Services with Monroe Local Schools effective 7/1/15 to 6/30/16 in an amount of \$558,084.43 as listed in Appendix "D" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-056

**Diana Holderman Agreement for Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Diana Holderman effective March 4, 2016 in an amount of \$200.00 as listed in Appendix "E" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-057

**Khadine Kelly Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Khadine Kelly for facilitation of "WhyTry," effective December 1, 2015 through June 30, 2016 in an amount of \$1,000.00 as listed in Appendix "F" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-058

**Aleisha Moore Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Aleisha Moore for facilitation of "WhyTry," effective December 1, 2015 through June 30, 2016 in an amount of \$1,000.00 as listed in Appendix "G" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-059

**Janice R. Singletary Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Janice R. Singletary for respite effective 1/18/16 through 4/11/16 in an amount not to exceed \$1,080.00 as listed in Appendix "H" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-060

**Vanessa G. Jarrett Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Vanessa G. Jarrett for respite effective 1/18/16 through 4/11/16 in an amount not to exceed \$1,080.00 as listed in Appendix "I" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-061

**Brittany Brandenburg Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Brittany Brandenburg for youth peer support effective 2/15/16 through 6/30/16 in an amount not to exceed \$1,000.00 as listed in Appendix "J" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-062

**Nicholas Saxton Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Nicholas Saxton for youth peer support effective 2/15/16 through 6/30/16 in an amount not to exceed \$1,000.00 as listed in Appendix "K" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-063

**Jacqueline Cardwell Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Jacqueline Cardwell for respite effective 2/2/16 through 4/11/16 in an amount not to exceed \$800.00 as listed in Appendix "L" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-064

**Petey L. Peterson Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Petey L. Peterson for a presentation on 3/16/16 in an amount not to exceed \$650.00 as listed in Appendix "M" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-065

**Finding Hope Consulting LLC Agreement for Services - FCFC**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Finding Hope Consulting for trauma training and consultation effective 1/1/16 through 6/30/16 in an amount not to exceed \$34,500.00 as listed in Appendix "N" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-066

**Edgewood City Schools – Speech Language Pathology Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Edgewood City Schools for Speech Language Pathology services effective the 2015-2016 school year at the rate of \$57.00 per hour at a total of two days per week as listed in Appendix “O” which is attached and becomes an official part of the minutes.

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

Resolution No. 16-067

**Edgewood City Schools – Crisis Prevention Intervention Training**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Edgewood City Schools for Crisis Prevention Intervention Training effective January 27, 2016 for 24 people at the rate of \$63.00 per person as listed in Appendix “P” which is attached and becomes an official part of the minutes.

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

Resolution No. 16-068

**Mt. Healthy City School District – Behavioral Coaching Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Mt. Healthy City Schools for Behavioral Coaching services effective Jan. 18, 2016 through June 30, 2016 in the amount not to exceed \$5,088.00 as listed in Appendix “Q” which is attached and becomes an official part of the minutes.

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

Resolution No. 16-069

**Jenny Clark Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the consultant agreement with Jenny Clark effective November 8, 2016 in the amount not to exceed \$4,000.00 as listed in Appendix “R” which is attached and becomes an official part of the minutes.

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



Resolution No. 16-070

**Amy Hobek Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the consultant agreement with Amy Hobek effective November 8, 2016 in the amount not to exceed \$700.00 as listed in Appendix "S" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-071

**Charleyne Cawn Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the consultant agreement with Charleyne Cawn effective September 9, 2016 in the amount not to exceed \$3,100.00 as listed in Appendix "T" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-072

**American Program Bureau, Inc. Contract**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with American Program Bureau, Inc. effective November 29, 2016 in the amount of \$10,000.00 plus expenses as listed in Appendix "U" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-073

**Lori Benadum Consultant Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the consultant agreement with Lori Benadum effective Feb. 4, 2016 through March 31, 2016 in the amount of \$50.00 per hour; not to exceed \$750.00 as listed in Appendix "V" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-074

**Talbert House Contractual Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract agreement with Talbert House effective July 1, 2015 through June 30, 2016 in the amount of \$200,000.00 as listed in Appendix "W" which is attached and becomes an official part of the minutes.

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

Resolution No. 16-075

**Professional Leave – Out of State**

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

- a) Carrie Corder, attendance at the *Restorative Leadership Development training* held in Tucson, AZ on March 9 & 10, 2016, at an estimated cost of \$1,700.
- b) Deborah Constantinesco, Kelly Muzzarelli attendance at *APPLITRACK Certification training* held in Chicago, IL on February 7 & 8, 2016, at an estimated expense of \$1,100 each.
- c) Jessica Chandler, attendance at *Southeast O & M Association Conference* held in Chatanooga, TN on March 13-15, 2016 at an estimated expense of \$1,000.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-076

**ERSEA Form**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Enrollment, Recruitment, Selection, Eligibility, Attendance (ERSEA) form for 2016 as listed in Appendix "X" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-077

**Joni L. Spencer Agreement for Services – Conscious Discipline**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Joni L. Spencer effective March 4, 2016 in an amount of \$1,000.00 as listed in Appendix "Y" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

Resolution No. 16-078

**Preble Shawnee Superintendent Search Contract**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service contract with Preble Shawnee school district to assist in the Superintendent Search effective January, 2016 until filled in the amount of \$100.00 per hour not to exceed \$2,000.00 as listed in Appendix "Z" which is attached and becomes an official part of the minutes.

Mrs. Garver moved and Ms. Leap seconded the adoption of the resolution and roll call vote resulted:

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

**Treasurer's Note:** Early Head Start/Head Start Attendance/Enrollment and Monitoring Report is presented as appendix "aa" which is attached and becomes an official part of the minutes. The Summary of Results from Family Resource Builder – The Big 6 Family Needs for families in Early Intervention is presented as Appendix "bb" which is attached and becomes an official part of the minutes.

Resolution No. 16-079

**Executive Session for the Purpose of Employment of Personnel**

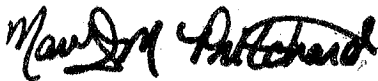
Mr. Schechter moved and Ms. Leap seconded the motion for the board to move into executive session for the purpose of Employment of Personnel. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Schechter, M. Pritchard. Nays: None. President declared motion Carried.

Board entered into executive session at 5:01 p.m.  
Board emerged from executive session at 5:59 p.m.

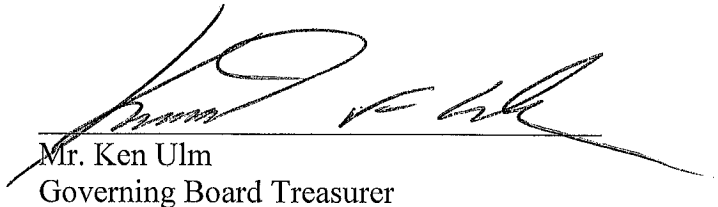
Resolution No. 16-080

**Adjournment**

Mr. Schechter moved and Mrs. Garver seconded that the Governing Board meeting adjourn at 5:59 p.m. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Schechter, M. Pritchard. Nays: None. President declared motion carried.



\_\_\_\_\_  
Mrs. Mary Pritchard  
Governing Board President

  
\_\_\_\_\_  
Mr. Ken Ulm  
Governing Board Treasurer

3/23/16

\_\_\_\_\_  
Date

3/23/16

\_\_\_\_\_  
Date