

## BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

### Minutes of the May 27, 2015 Regular Meeting

The Butler County Educational Service Center Governing Board met at 6:30 p.m. on Wednesday, May 27, 2015 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 6:30 p.m.

**ROLL CALL** - showed the following members present: Garver, Leap, G. Pritchard, M. Pritchard, Schechter. Also, present was the Superintendent, Jon Graft; Treasurer, Ken Ulm; Assistant Superintendent for Human Resources, Lori Thesken; and guests; Alan Rigling, Jacob Mitchell, Ashlee Chadwick, Ben Morgan, Michael Lolli, Ray Lyttle, Barbara Vandecreek.

**Treasurer's Note:** The board recognized the scholarship recipients and retirees with a gift and reception. ESC employees retiring in 2015 are Hilda Cooks, Barbara Krouse, Michael Lolli, Ray Lyttle, Barbara Vandecreek

Resolution No. 15-149

#### **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 Ashlee Chadwick of Ross Local High School be named the 2015 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, Leap, G. Pritchard, Schechter, M. Pritchard. Nays: None. President declared motion carried.

Resolution No. 15-150

#### **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 Mitchell of Monroe Local School be named the 2015 recipient of the Martha Seward Rahfuse Memorial Scholarship.

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. 15-151

**Franklin B. Walter All-Scholastic Award**

WHEREAS, the Governing Board of the Butler County Educational Service Center recognizes outstanding academic achievement.

THEREFORE, BE IT RESOLVED that Ben Morgan of Madison High School, be named as Butler County's 2015 recipient of the Franklin B. Walter All Scholastic Award.

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. 15-152

**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 22, 2015.

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. 15-153

**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 April, 2015.

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. 15-154

**American Express Expenditures**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the American Express expenditures for Head Start for the month of April, 2015 as listed in Appendix "A" which is attached and becomes an official part of the minutes.

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. 15-155

**USDA**

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

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.

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Resolution No. 15-156

**Sheakley Workers Compensation Group**

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Sheakley Workers Compensation Group rating agreement for \$2,817 as listed in Appendix "C" which is attached and becomes an official part of the minutes.

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.

**Strategic Planning Notes:** Mr. Ulm mentioned the success of the new Union Day building and that enrollment is up for next year. Finance audit committee meeting was held at the ESC, community members T.J. Bugg and Suzi Rubin were both present. Mrs. Thesken mentioned the Human Resources Department is continuing to hire more than 20 additional positions this summer; the on-line application system has been streamlined and we have moved to on-boarding electronically which has improved efficiency in the office. We have designed a New Employee Benefits guide/brochure which presents the ESC in a more professional manner and also serves as a marketing tool for recruitment. (need Jon's PD update comments)

Resolution No. 15-157

**Resignations**

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

CERTIFIED

a. Schrock, Julie

Position: School Psychologist  
Effective: 7/31/2015

NON-CERTIFIED

b. Ashe, Lauren

Position: Teacher - ECE  
Effective: 7/31/2015

c. Brinegar, Jeremy

Position: System Engineer Technology Integrated Specialist  
Effective: 5/4/2015

d. Brown, Cara

Position: Family Service Worker  
Effective: 7/31/2015

e. Bulach, Carolyn

Position: Teacher – Preble Co. Head Start  
Effective: 7/31/2015

f. Florkey, Alison

Position: Teacher – Preble Co. Head Start  
Effective: 7/31/2015

g. Hernandez, Noelia

Position: Secretary Prenatal – 3 Program  
Effective: 6/1/2015

h. Mikeworth, Amy

Position : Family Service Worker  
Effective: 5/15/2015

i. Norman, David

Position: Custodian  
Effective: 5/5/2015

j. Wyatt, Joni

Position: Account Specialist  
Effective: 5/29/2015

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. 15-158

### **Initial Appointments**

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

CERTIFIED

a. Clayton, Desirae

Position : School Psychologist  
Contract: One year  
Salary: \$51,000

b. Dinan, Rachel

Position: School Psychologist  
Contract: One year  
Salary: \$51,000

c. Miller, Kelly

Position: Early Childhood Principal  
Contract: One year  
Salary: \$63,400

d. Overdorf, Jessica

Position: School Psychologist  
 Contract: One year  
 Salary: \$51,000

e. Scroggins, Roger

Position: School Psychologist  
 Contract: As Needed  
 Salary: \$293.00 daily

f. Von Mizener, Briana

Position: School Psychologist  
 Contract: One year  
 Salary: \$62,000

NON – CERTIFIED

g. Moser, Joan

Position : Summer Bridge Home Visitor  
 Contract: As Needed  
 Salary: \$15.00 per hour

h. Price, Andrea

Position: Account Payable Clerk  
 Contract: One year  
 Salary: \$34,000

i. Willis, Angela

Position: Early Head Start Family Childcare Coach  
 Contract: One year  
 Salary: \$33,000

EMPLOYMENT OF NON CERTIFICATED EMPLOYEES AS SUBSTITUTES

Hocker, Nona  
 Matlock, Angela

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. 15-159

**Supplemental Contracts**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the supplemental contracts as listed in Appendix "D" 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. 15-160

Contract Adjustments

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

a. Caito, Julie

Position from:	Community Wraparound Facilitator
Position to:	Community Wraparound Facilitator-Peer Partner Coordinator
Salary from:	\$37,750
Salary to:	\$39,750

b. Milburn, Theodore

Position:	Computer Technician
Salary from:	\$15,382 part time
Salary to:	\$21,260 full time

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. 15-161

Salary Increases

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the salary increases for the school year for the employees listed in Appendix "E" which is attached and becomes an official part of the minutes as listed.

Mr. G. Pritchard 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. 15-162

Professional Leave – Out of State

BE IT RESOLVED, the Superintendent requests the Governing Board approve professional leave attendance at the conferences as listed.

- a) Jon Graft, Georgine Bowman, Lori Thesken, Sissy Rasmussen and Wendy Folino request attendance at the *Association of Educational Service Agencies Annual Conference* held in New Orleans, Louisiana effective December 2–5, 2015, at an estimated cost of \$1,800 each.
- b) Shelly Wallpe, attendance at the *Summer Institute for Head Start Management* event held in San Francisco, California on July 27- 31, 2015, at an estimated cost of \$3,000.
- c) Rachel Shepard, attendance at the *Parents as Teachers Training* event held in Saint Louis, Missouri on May 18 – May 20, 2015, at an estimated cost of \$1,500.

d) Julie Caito, attendance at the *National Wraparound Implementation Academy* event held in Portland, Oregon on July 13-16, 2015, at an estimated cost of \$1,500.

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. 15-163                      **Loving Guidance, Inc. Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the agreement with Loving Guidance, Inc., effective September 24, 2015 in the amount of \$3,250 as listed in Appendix "F" 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. 15-164                      **Ohio Department of Health Contract Amendment**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract amendment with Ohio Department of Health, effective July 1, 2015 for the agency to provide Help Me Grow home visiting services as listed in Appendix "G" 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. 15-165                      **Lakota Local School District – Head Start Lease Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Head Start lease agreement with Lakota Local School District effective July 1, 2015 at no cost to the agency as listed in Appendix "H" 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. 15-166                      **Fairfield City School District – Head Start Lease Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Head Start lease agreement with Fairfield City School District effective July 1, 2015 at no cost to the agency as listed in Appendix "I" 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. 15-167

**Fairfield City Schools Contract – OT Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract with Fairfield City Schools for Occupational Therapy Services effective Jan. 19, 2015 through June 15, 2015 in the amount not to exceed \$27,720 as listed in Appendix “J” 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. 15-168

**Fairfield City Schools Contract – SLP Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract with Fairfield City Schools for Speech, Language and Pathology Services effective March 2, 2015 through May 27, 2015 at the rate of \$57.00 per hour; not to exceed 46 days as listed in Appendix “K” 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. 15-169

**Liberty Township Agreement – Technology Services**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Liberty Township agreement for technology services effective May 6, 2015 through May 5, 2017 in the total amount of \$54,700 as listed in Appendix “L” 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. 15-170

**Miami University MOA – Evaluation of the Parent Project**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the memorandum of agreement with Miami University effective May 15, 2015 to Aug. 30, 2015 for evaluation of the Parent Project in the amount of \$2,760 as listed in Appendix “M” 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. 15-171

**Catholic Charities Memorandum of Understanding**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the memorandum of understanding with Catholic Charities of Southwest Ohio for Parent Project facilitation effective April 1, 2015 to June 30, 2015 in the amount of \$2,240 as listed in Appendix "N" 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. 15-172

**Butler County Board of Developmental Disabilities MOU**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the memorandum of understanding with Butler County Board of Developmental Disabilities for Wraparound expansion effective April 1, 2015 to March 31, 2016, in the amount of \$75,000 as listed in Appendix "O" 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. 15-173

**Envision Memorandum of Understanding**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the memorandum of understanding with Envision for respite services effective April 1, 2015 to March 31, 2016, in the amount not to exceed \$1,000 as listed in Appendix "P" 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. 15-174

**Epiphany Community Services Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service agreement with Epiphany Community Services for consulting services effective April 21, 2015 to March 30, 2016, in the amount not to exceed \$3,000 as listed in Appendix "Q" 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. 15-175

**Renee Sutherland Contractual Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement with Renee Sutherland effective October 8-9, 2015 in the amount of \$1,200 plus hotel room and per diem (\$99.00 + \$51.00) as listed in Appendix "R" 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. 15-176

**Jensen Learning Corporation Contractual Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement with Jensen Learning Corporation effective May 14, 2015 through June 8, 2016 in the amount of \$24,000 as listed in Appendix "S" 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. 15-177

**Kinship Navigator Services Contractual Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement for Kinship Navigator Services effective July 1, 2015 through June 30, 2018 in the amount not to exceed \$74,000 as listed in Appendix "T" 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.

**Treasurer's Notes:** Early Head Start/Head Start Attendance/Enrollment and Monitoring Report is listed as Appendix "U". First policy reading is listed as Appendix "V" and Department of Health and Human Services Administration for Children and Families Notice of Award for Butler County Head Start and Early Head Start is listed as Appendix "W". Department of Health and Human Services Administration for Children and Families Notice of Award for Preble County Head Start is listed as Appendix "X". Danya International Result of Health & Safety monitoring visit is listed as Appendix "Y" which are all attached and become an official part of the minutes.

**Board Comments:** Mr. Pritchard stated that he is in the process of accepting a new job and may not be available for Wednesday night meetings and will let the board know so they can determine next steps if he needs to resign or if it is possible to reschedule the meeting day/time. Mrs. Garver said it has been a pleasure over the last few weeks to judge science fairs and spelling bees and was impressed with the aptitude of the students. Mrs. Pritchard said this is the meeting she enjoys the most because it showcases the young people scholarship recipients as well as the retirees serving our districts over the years.

Resolution No. 15-178

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

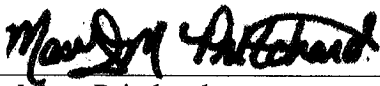
Mrs. Garver moved and Mr. G. Pritchard seconded the motion to move into executive session for the purpose of evaluation of the Superintendent and Treasurer. Roll call vote resulted: Ayes: Garver, Leap, G. Pritchard, Schechter, M. Pritchard. Nays: None. President declared motion carried.

Board entered into executive session at 7:22 p.m.  
Board emerged from executive session at 7:43 p.m.

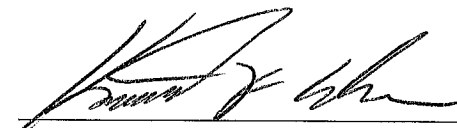
Resolution No. 15-179

**Adjournment**

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



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Mrs. Mary Pritchard  
Governing Board President



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

6/24/15

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Date

6/24/15

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Date