

BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

Minutes of the April 17, 2019 Regular Meeting

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, April 17, 2019 at the Educational Service Center located at 400 North Erie Blvd, Suite A, Hamilton, Ohio 45011.

Minutes were taken by Treasurer, Ken Ulm.

Mr. Graham Pritchard, President called the meeting to order at 8:30 a.m.

ROLL CALL - showed the following members present: Feldmann, Garver, Schechter, Keels, and Pritchard . Also, present was the Superintendent, Chris Brown; Treasurer, Ken Ulm, and guests; Beth Race, Wendy Folino, Kelly Muzzarelli, Deb Constantinesco, Andrea Price, James Griebel, Suzanne Prescott, Georgine Bowman.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION - None

Resolution No. 19 - 451 Approval of Minutes

- A. BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board's regular meeting held March 20, 2019.

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

Resolution No. 19 - 452 Financial Reports A - I Consent Vote

- A. Monthly Financial Reports – Pages 13 - 20
- B. Financial Detail Report – Page 21
- C. Investment Report – Page 22
- D. Early Head Start/Head Start Financial Expenditure Reports – Pages 23 - 26
- E. Bank Reconciliation – Pages 27 - 31

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 March 2019.

- F. Mastercard Expenditures

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

G. U.S.D.A.

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the U.S.D.A. for the month of February, as listed in Appendix "B" which is attached and becomes an official part of the minutes.

H. Donation

Early Head Start and Help Me Grow Donation from Middletown Community Foundation	\$37,500
Preble County Head Start Donation from The Twin Valley Bank	\$50.00
Middletown Community Foundation - Rosa Parks	\$500.00
Hamilton Church of God - Ridgeway food bags	\$150.00

I. Sheakley Workers Compensation Group Retrospective Program

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Sheakley Workers Compensation Group Retrospective Program rating agreement effective 1/1/2020 to 12/31/2020 in the amount of \$2,817 as listed in Appendix "C" which is attached and becomes an official part of the minutes

BE IT RESOLVED, the Treasurer recommends the Governing Board approve Items A – I as listed.

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

Resolution No. 19 - 453 Resignations

A. Personnel

Items for Action

1. Resignations

CERTIFIED

a. Buckley, Emily

Position: Speech Language Pathologist
Effective: 7/31/19

b. McHenry, Lisa

Position: Preschool Intervention Specialist
Effective: 4/12/19

c. Ryan, Carol

Position: School Psychologist
Effective: 7/31/19

d. Snyder, Kelly

Position: School Psychologist
Effective: 7/31/19

NON CERTIFIED

e. Briggs, Donald

Position: Transporter
Effective: 7/31/19

f. Griffin, Katie

Position: Nutrition Specialist
Effective: 4/11/19

g. McFarland, Chelsea

Position: Help Me Grow Service Coordinator
Effective: 8/30/19

h. Miller, Kaitlyn

Position: Instructional Assistant
Effective: 3/15/19

i. Moraga - Manriquez, Maria

Position: Family Service Worker
Effective: 6/1/19

j. Potter, Allison

Position: Instructional Assistant
Effective: 4/13/19

k. Sander, Terry

Position: Transporter
Effective: 4/15/19

1. Winkler, Carrie

Position: Assistant Teacher
Effective: 3/13/19

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

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

Resolution No. 19 - 454 Initial Appointments

CERTIFIED

a. Chenoweth, Catherine

Position: Gifted Coordinator
Contract: One Year
Salary: \$75,000

b. Darner, Samantha

Position: Occupational Therapist
Contract: As Needed
Salary: \$35.00 per hour

c. FitzGibbons, Amber

Position: School Psychologist
Contract: One Year
Salary: \$58,860

d. Shappelle, Sarah

Position: Occupational Therapist
Contract: As Needed
Salary: \$35.00 per hour

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

Ms. Keels moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Keels, Schechter, Feldman, Garver, and Prichard Nays: None President declared motion carried.

Spath-Meyer, Patricia	2 yr	2021
Wells, Heather	1 yr	2020

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the limited non certified administrator contracts as listed.

Ms. Keels moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Keels, Schechter, Feldman, Garver, and Prichard Nays: None President declared motion carried.

Resolution No. 19 - 458 Supplemental Contracts

Besser, Melissa	\$7.65/hr	Teacher duties
Bowling, Jack	\$19.74/hr	AV support
Coles, Leslie	\$70.00/hr	CPR/CCI training
Davis, Sheri	\$70.00/hr	CPR/CCI training
Holbrock, Kevin	\$19.74/hr	AV support
Lambert, Jo Ann	\$70.00/hr	CPR/CCI training
McCabe, Susan	\$70.00/hr	CPR/CCI training
Spangler, Darrel	\$23.08/hr	AV support
Spurlock, Ron	20 days	Additional days
Webb, Mindy	\$70.00/hr	CPR/CCI training

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

Ms. Garver moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Garver, Schechter, Feldman, Keels, and Prichard Nays: None President declared motion carried.

Resolution No. 19 - 459 JFS

Contract Adjustment

a. Wilder, Delaney

Position:	Pause Family Connections Coordinator
Contract from:	One year
Contract to:	As Needed
Salary from:	\$34,000
Salary to:	\$17.43 per hour

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

Mr. Feldmann moved and Ms. Garver seconded the adoption of the resolution and roll call vote resulted Ayes: Feldmann, Garver, Schechter, and Prichard Nays: None Abstain: Keels, President declared motion carried.

Resolution No. 19 - 460 Professional Leave - Out of State

- a. Heather Wells attendance at the National Wraparound Implementation Academy held on September 9-11, 2019 in Baltimore, MD at an estimated expense of \$1840.
- b. Christina Curcio attendance at Conscious Discipline held on July 14-20, 2019 in Orlando, FL at an estimated expense of \$2,000.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items Professional Leave as listed .

Ms. Keels moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes: Keels, Schechter, Feldman, Garver, and Prichard Nays: None President declared motion carried.

SUPERINTENDENT’S REPORT – AGENDA REVIEW/REVISION

Resolution No. 19 -461 General Business Consent Vote Items # 1 - 21.

1. Council on Rural Services - Lease Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Lease Agreement with Council on Rural Services effective July 1, 2018 through June 30, 2020 in the amount of \$250 per month for \$3,000 per year as listed in Appendix “D” which is attached and becomes part of the official minutes.

2. Governance, Leadership, and Oversight Capacity Screener

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Governance, Leadership, and Oversight Capacity Screener as listed in Appendix “E” which is attached and becomes part of the official minutes.

3. Health and Safety Screener: Policies and Procedures for Head Start Programs

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Health and Safety Screener: Policies and Procedures for Head Start Programs as listed in Appendix “F” which is attached and becomes part of the official minutes.

4. Affordable Language - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Affordable Language effective July 1, 2019 through June 30, 2020 in the amount, not to exceed \$1,000.00 as listed in Appendix “G” which is attached and becomes part of the official minutes.

5. Middletown City Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Middletown City Schools for professional development for St. John XXIII effective between April 18, 2019 through May 31, 2019 in the amount of \$5,896.00 as listed in Appendix "H" which is attached and becomes part of the official minutes.

6. Lakota Local School – Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Lakota Local Schools for PBL 101 Workshops effective between May 28, 2019 through June 21, 2019 in the amount of \$19,200 as listed in Appendix "I" which is attached and becomes part of the official minutes.

7. Roger Bacon High School – Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Roger Bacon High School for Break-In Box event effective on September 14, 2018 in the amount of \$150 as listed in Appendix "J" which is attached and becomes part of the official minutes.

8. Bellbrook-Sugarcreek School District – Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Bellbrook-Sugarcreek School District for professional development effective between March 1, 2019 through March 15, 2019 in the amount of \$1,050.00 as listed in Appendix "K" which is attached and becomes part of the official minutes.

9. Debbi Liberi - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Debbi Liberi for planning and consultation for the UC/NKU/BCESC Stem Conference for Educators effective April 1, 2019 through June 30, 2019 in the amount of \$1,429 per month as listed in Appendix "L" which is attached and becomes part of the official minutes.

10. Debbi Liberi - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Debbi Liberi for planning and consultation for the UC/NKU/BCESC Stem Conference for Educators effective July 1, 2019 through October 31, 2019 in the amount of \$1,428 per month as listed in Appendix "M" which is attached and becomes part of the official minutes.

11. Susan Richardson - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Susan Richardson for district consultation, planning and professional development services

effective July 1, 2019 through June 30, 2020 at the rate of \$48 per hour as listed in Appendix "N" which is attached and becomes part of the official minutes.

12. Kathryn Klei - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Kathryn Klei for district consultation, planning and professional development services effective May 1, 2019 through June 30, 2019 at the rate of \$48 per hour as listed in Appendix "O" which is attached and becomes part of the official minutes.

13. Kathryn Klei - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Kathryn Klei for district consultation, planning and professional development services effective July 1, 2019 through June 30, 2020 at the rate of \$48 per hour as listed in Appendix "P" which is attached and becomes part of the official minutes.

14. David Vernot - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with David Vernot for district consultation, planning and professional development services effective July 1, 2019 through June 30, 2020 at the rate of \$50 per hour as listed in Appendix "Q" which is attached and becomes part of the official minutes.

15. Monroe Local Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Monroe Local Schools for Bilingual Speech-Language Pathology Services effective December 3, 2018 through May 24, 2019 in the amount of \$83.00 per hour as listed in Appendix "R" which is attached and becomes part of the official minutes.

16. Eastern Cincinnati Conference - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Eastern Cincinnati Conference for Student Leadership Program to be delivered on April 12, 2019 in the amount of \$450.00 as listed in Appendix "S" which is attached and becomes part of the official minutes.

17. Craig Filipkowski - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Craig Filipkowski for district consultation, planning and professional development services effective July 1, 2019 through June 30, 2020 at the rate of \$48 per hour as listed in Appendix "T" which is attached and becomes part of the official minutes.

18. New Miami Local Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with New Miami Local Schools for Student Leadership Program to be delivered on May 17, 2019 in the amount of \$450.00 as listed in Appendix "U" which is attached and becomes part of the official minutes.

19. Elizabeth Leslie-Leshner - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Elizabeth Leslie-Leshner for group mental health consultation, planning and professional development services effective August 13, 2019 through December 31, 2020 at the rate of \$100 per hour as listed in Appendix "V" which is attached and becomes part of the official minutes.

20. Sarah Kiefer - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Sarah Kiefer for district consultation, planning and professional development services effective July 1, 2019 through June 30, 2020 at the rate of \$48 per hour as listed in Appendix "W" which is attached and becomes part of the official minutes.

21. Mary Wolff - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Mary Wolff for three half day presentations "Ouch! That Stereotype Hurts" in the amount not to exceed \$810 effective May 1, 2019 through September 30th, 2019 as listed in Appendix "X" which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items #1 -21.

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

Resolution No. 19 -462 General Business Consent Vote Items # 22 - 27

JFS Contracts

22. Butler County DD - Memorandum of Understanding (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Understanding with the Butler County Board of Developmental Disabilities for the Butler County Family Council to provide participants with disabilities with Wraparound services from April 1, 2019-March 30, 2020 in the amount not to exceed \$75,000 as listed in Appendix "Y" which is attached and becomes part of the official minutes.

23. YWCA - Agreement for Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with the YWCA for the Butler County Family Council to provide coordination of Anti-Human Trafficking trainings from January 1, 2019-June 30, 2019 in the amount not to exceed \$12,950 as listed in Appendix "Z" which is attached and becomes part of the official minutes.

24. Tonya Folks - Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Tonya Folks to provide Anti-Human Trafficking Training to the Police Chiefs' meeting on March 28, 2019 in the amount not to exceed \$300 as listed in Appendix "AA" which is attached and becomes part of the official minutes.

25. Lindner Center of HOPE - Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Dr. Brett Dowdy with Lindner Center of HOPE to provide Motivational Interviewing Training on September 23, 2019 in the amount not to exceed \$2,000 as listed in Appendix "BB" which is attached and becomes part of the official minutes.

26. Butler County Job & Family Services - Public Outreach Advisor Contract

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract with Butler County Department of Job and Family Services for the Public Outreach Advisor Contract effective May 1, 2019 through April 30, 2020 in the amount not to exceed \$5,000 as listed in Appendix "CC" which is attached and becomes part of the official minutes.

27. Katherine Becker - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Services Agreement with Katherine Becker as a Public Outreach Consultant with Butler County Children Services effective May 1, 2019 - April 30, 2020 in an amount of \$4,650.00 as listed in Appendix "DD" which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items # 22-27.

Mr. Feldmann moved and Ms. Garver seconded the adoption of the resolution and roll call vote resulted Ayes: Feldmann, Garver, Schechter, and Prichard Nays: None Abstain: Keels, President declared motion carried.

Items for Information

1. Homeschooling Students

Five (5) more homeschooling students were added to our list making a total of five hundred twenty three (523) for the 2018-2019 school year.

2. Early Head Start/Head Start Attendance/Enrollment Report & Monitoring Report – Appendix “EE”

3. FMLA

Coning, Kim
Johnson, Mariah
Stromberg, Carmen

4. Professional Leave - In State

- a. Sarah Burk attendance at the OJDEA Spring Conference held on March 29, 2019 in Dayton, Ohio at an estimated expense of \$70.00.
- b. Ethan Clark and Devon Rowe attendance at the OJDEA Spring Conference held on March 29, 2019 in Dayton, Ohio at an estimated expense of \$30.00 each.
- c. Sheri Davis, attendance at the Oral Health Ohio 2019 Symposium held on May 10, 2019 in Zanesville, Ohio at an estimated expense of \$200.
- d. Charla Henderson at the Collective Impactive Summit held on March 20th in Columbus, Ohio at an estimated expense of \$150.
- e. Lisa McCoon and Beth Race at the Trauma Conference held on May 14th & 15th in Columbus, OH at an estimated expense of \$500.
- f. Sara Walker attendance at the Autism workshop held on March 25th, 2019 at Scarlet Oaks at an estimated expense of \$12.00.

5. Supplemental

Austing, Elise	10 days	additional duties
Rogers Roell, Debbie	15 days	additional duties

IX. BOARD MEMBER COMMENTS

Superintendent Brown asks that the Governing Board read the applications for the Martha Refuse Scholarship and send their top choices to him by May 10, 2019. Mr. Brown will mail all applications to each board member for review. Mr Schechter commented that he pays more attention to mail when received through USPS than through electronic mail.

Resolution No. 19 -463 ADJOURNMENT at 8:39 a.m.

Ms. Keels moved and Mr. Schechter seconded the adoption of the resolution and roll call vote resulted: Ayes:Keels, Schechter, Feldman, Garver, and Prichard Nays: None President declared motion carried.