

**BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD**

**Minutes of the December 12, 2018 Regular Meeting**

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, December 12, 2018 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 8:28 a.m.

**ROLL CALL** - showed the following members present: Feldmann, Garver, Keels, G. Pritchard and Schechter. Also, present was the Superintendent, Chris Brown; Treasurer, Ken Ulm; Human Resources Director, Laura Theiss and guests; Alan Rigling, Jim Griebel, Deb Constantinesco, Kelly Muzzarelli, Beth Race, Georgine Bowman, Adam Marcum.

**PROGRAM FOCUS PRESENTATION - Ms. Race shared information regarding FCFC - No Wrong Door.**

**Resolution No 18 -384 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 November 14, 2018.

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

**Resolution No. 18- 385 Financial Reports A - I Consent Vote**

- A. Monthly Financial Reports – Pages 11 -17
- B. Financial Detail Report – Page 18
- C. Investment Report – Page 19
- D. Early Head Start/Head Start Financial Expenditure Reports – Pages 20 - 24
- E. Bank Reconciliation – Pages 25 - 28

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 November 2018.

- F. Mastercard Expenditures

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Mastercard expenditures for the month of November 2018 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 September, as listed in Appendix “B” which is attached and becomes an official part of the minutes.

H. Appropriation Modification

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Appropriation Modification, as listed in Appendix “C” which is attached and becomes an official part of the minutes.

I. Donations

Johnson & Johnson	\$2,250.00
Centerpointe Christian Church	\$1,242.50
Craig & Charlene Kennedy	\$100.00

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Donations, as listed.

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

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

**SUPERINTENDENT’S REPORT**

**Resolution No. 18-386 EXECUTIVE SESSION - Entered 8:34 am**

BE IT RESOLVED, the Governing Board recommends an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual.

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

**Governing Board return from Executive Session 8:52 am**

- A. Board Meeting dates for 2019 - Organizational Meeting scheduled for January 16, 2019 at 8:30 am and the remaining 2019 meeting dates will be set then.
- B. Personnel

**Resolution No. 18-387 Resignations**

CERTIFIED

- a. Silvidi, Justin

Position: Intervention Specialist  
Effective: 12/5/18

b. Toft, Daniel

Position: Speech Language Pathologist  
Effective: 11/9/18

NON CERTIFIED

c. Benamanti, Justice

Position: Instructional Assistant  
Effective: 12/14/18

d. Gakunju, Shem

Position: Computer Technician  
Effective: 12/14/18

e. Johnson, Melinda

Position: Instructional Assistant  
Effective: 11/29/18

f. Nelson, Mary

Position: Family Service Worker  
Effective: 11/30/18

g. Morgan, Candice

Position: Assistant Teacher  
Effective: 12/7/18

h. South, Connie

Position: Assistant Teacher  
Effective: 11/30/18

i. Stieg, Infinite

Position: Assistant Teacher  
Effective: 12/21/18

j. Sucaldito, Alyce

Position: Teacher ECE  
Effective: 12/12/18

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

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

**Resolution No. 18 - 388 Initial Appointments**

NON – CERTIFIED

a. Mackey, Katherine

Position: Help Me Grow Service Coordinator  
Contract: One Year  
Salary: \$38,500

b. Noah, John

Position: Facilities & Maintenance Specialist  
Contract: One Year  
Salary: \$15.00 per hour

c. Phillips, Amanda

Position: Outreach Specialist  
Contract: One Year  
Salary: \$34,600

d. Schaefer, Kelly

Position: Instructional Assistant  
Contract: One Year  
Salary: \$18,093

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

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

**Resolution No. 18 - 389 Supplemental Contracts**

Napier, Linda	\$25.71 per hr	Additional duties
Ramsey, Stephanie	\$2,500	Enrollment/Intake
Snellgrove, Mary	\$50.00 per hr	ISTE

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, Keels, Feldmann, and Pritchard. Nays: None. President declared motion carried.

**Resolution No. 18 - 390 Salary Increase**

Berry, Kevin	\$14.94/hr	\$15.00/hr
Krause, Jason	\$82,859	\$95,000 (2019-2020)
McFarland, Chelsea	\$36,050	\$37,581
Schroeder, Chelsea	\$37,427	\$38,500

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

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

**Resolution No. 18 - 391 Contract Adjustment**

a. Armendariz, Marissa

Position:	Help Me Grow Service Coordinator	
Days from:	As Needed	
Days to:	260	
Salary from:	\$20.28 per hour	
Salary to:	\$39,320	

b. Carr, Jonish

Position :	Assistant Teacher	
Salary from:	\$12.87 per hour	type - o on salary increase list
Salary to:	\$12.67 per hour	actual

c. Hutchins, Mikell

Position from:	Instructional Assistant	
Position to:	Teacher - ECE	
Days from:	180	
Days to:	180	
Salary from:	\$19,210	
Salary to:	\$30,051	

d. Johnson, Mariah

Position from: Educational Aide  
Position to: Family Support Specialist  
Days from: 184  
Days to: 205  
Salary from: \$19,862  
Salary to: \$28,228

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

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

**Resolution No. 18 - 392 Board Policy - Second Reading of Board Policy**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Board Policies as listed in Appendix "D", which is attached and becomes part of the official minutes.

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

**Resolution No. 18 - 393 JFS**

RESIGNATION

NON CERTIFIED

a. Evans, Emeli

Position: Community Wraparound Facilitator  
Effective: 11/26/18

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

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

**Resolution No. 18 - 394 JFS - Initial Appointment**

a. Schurgast, Melody

Position: Pause Program Coordinator  
Contract: As Needed  
Salary: \$16.00

EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES

Overpeck, Samantha  
West, Amanda  
Winkler, Kimberly  
Young, Katelyn

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

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

**Resolution No. 18 - 395 Resignation and Separation Agreement (ADDENDUM)**

BE IT RESOLVED, the board of education hereby accepts the resignation of Susan Schindler and authorizes and directs the superintendent to execute any written documentation or take any steps necessary to effectuate this action.

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

**VIII. SUPERINTENDENT’S REPORT – AGENDA REVIEW/REVISION**

**Resolution No. 18 - 396 General Business Consent Vote Items # 1 - 10**

1. Butler County Educational Service Center Kinship Navigator Program and Butler County Educational Service Center Early Childhood Programs - Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement between Butler County Educational Service Center Kinship Navigator Program and Butler County Educational Service Center Early Childhood Programs effective 7/1/2018 through 6/30/2019 Butler County Educational Service Center Kinship Navigator Program will reimburse Butler County Educational Service Center Early Childhood Programs up to but not exceeding \$66,359 as listed in Appendix “E” which is attached and becomes an official part of the minutes.

2. Butler County Educational Service Center Kinship Navigator Program and Lifespan Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement with Butler County Educational Service Center Kinship Navigator Program and Lifespan for services for Kinship families through the OCTF grant award effective 7/1/2018 through 6/30/2019 in the amount not to exceed \$26,000 as listed in Appendix “F” which is attached and becomes an official part of the minutes.

3. Butler County Educational Service Center Kinship Navigator Program and Mindful Possibilities Training and Consulting Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement with Butler County Educational Service Center Kinship Navigator Program and Mindful Possibilities Training and Consulting for services for Kinship families through OCTF grant award effective 7/1/ 2018 through 6/30/2019 in the amount not to exceed \$7,380 as listed in Appendix “G” which is attached and becomes an official part of the minutes.

4. Middletown Community Foundation Grant

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the grant from the Middletown Community Foundation in the amount of \$12,500 for the food bag program,as listed in Appendix “H” which is attached and becomes an official part of the minutes.

5. Princeton City School- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Princeton City School District for Two half-day Classroom Management Professional Development Sessions effective 11/13/18 through 11/13/2018 in the amount of \$1,050 as listed in Appendix “I” which is attached and becomes an official part of the minutes.

6. Mid-Ohio ESC- ISTE Certification Training Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Mid-Ohio ESC for ISTE Certification Training effective 02/04/19 through 02/05/19 with facilitation of online modules through 3/15/19 and participant portfolio development support through9/15/19 in the amount of \$749 per participant as listed in Appendix “J” which is attached and becomes an official part of the minutes.

7. Butler County Interagency Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Butler County Interagency Agreement for 2018-19 as listed in Appendix “K” which is attached and becomes part of the official minutes.

8. Fusion Talent - Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Fusion Talent for one Bilingual Head Start Home Visitor in the amount of \$8,041 as listed in Appendix “L” which is attached and becomes an official part of the minutes.

9. Madison Local School District

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Madison Local School District in the amount of \$1,001,631.41 as listed in Appendix “M” which is attached and becomes an official part of the minutes.



10. Kings Local School - Interim Assistant Principal

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Kings Local School District in the amount of \$460.00 per day as listed in Appendix "N" which is attached and becomes an official part of the minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items #1 -10.

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

**Resolution No. 18 - 397 JFS Contracts**

1. Katherine Vallance - Independent Contractor Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Independent Contractor Agreement with Katherine Vallance for Kinship Home Study Specialist effective 1/1/2019 through 12/31/ 2019 in the amount of \$300 for a home study. If the Home Study is not completed, the hourly rate of \$45 will be submitted during the term of this agreement as listed in Appendix "O" which is attached and becomes an official part of the minutes.

2. Stephen Smith, A Wired Family LLC-Contract Services (FCFC) Amended

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for a Speaker Honorarium for Stephen Smith, A Wired Family LLC for the 3 hour training on Social Media: Your Child's Digital Tattoo on 2/7/2018 (rescheduled from 12/5/2018) in the amount not to exceed \$350.00 as listed in Appendix "P" which is attached and becomes part of the official minutes.

3. Butler County Board of Developmental Disabilities-MOU (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for a MOU with Butler County Board of Developmental Disabilities outlining its in-kind contributions towards the PAUSE respite program as listed in Appendix "Q" which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items #1 - #3.

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

**Resolution No. 18 - 398 Professional Leave - Out of State**

- a) Emily White and Donna Schwarber, attendance at the National Home Visiting Summit held on January 30 - February 1, 2019 in Washington, D.C. at an estimated expense of \$1000 each.
- b) Suzanne Prescott, attendance at the National Head Start Association Leadership Conference & National Home Visiting Summit held on January 30- February 1, 2019 in Washington, D.C. at an estimated expense of \$2500.

- c) Kristin Pfirman, Kelleigh McCarthy, Lakeisha Carter, Kelly Backer and Abby Johnson, attendance at the Conscious Discipline Summer Institute held on June 9-14, 2019 in Orlando, Florida at an estimated expense of \$2900 each.

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

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

### **Items for Information**

#### 1. Homeschooling Students

Eleven (11) more homeschooling students were added to our list making a total of four hundred ninety five (495) for the 2018-2019 school year.

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

#### 3. FMLA

Barwick, Abbey  
Dully, Michael  
Gandy, Carol  
Grant, Pamela  
Morgan, Candice  
Pingleton, Angela  
Theiss, Laura  
Wade, Jennifer

#### 4. Professional Leave - In State

- a) Coya Taylor, attendance at the Parent Survey Training held on December 3-6, 2018 in Cincinnati, Ohio at an estimated expense of \$100.
- b) Kat Mackey, attendance at the Principles of Service Coordination training held on December 19, 2018 in Columbus, Ohio at an estimated expense of \$60.
- c) Brooke Fey, attendance at Georgetown Training held on November 29, 2018 in Athens, Ohio at an estimated expense of \$150.

### **BOARD MEMBER COMMENTS**

Mrs. Garver said that she had shared the story about the dental program she had heard during a presentation by Suzanne Prescott during Policy Council meeting. A community member made a \$500.00 donation.

### **Resolution No 18 -399 ADJOURNMENT at 9:02 a.m.**

### **ADJOURNMENT**

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