

**BUTLER COUNTY EDUCATIONAL SERVICE CENTER  
GOVERNING BOARD**

Minutes of the February 20, 2019 Regular Meeting

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, February 20, 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, Keels, Pritchard. Also present were Superintendent, Chris Brown; Treasurer, Ken Ulm and guests; Alan Rigling, Suzanne Prescott, James Griebel, Kelly Muzzarelli, Andrea Price, Georgine Bowman, Wendy Folino, Deb Constantinesco, Adam Marcum, Nancy Baker, Paula Robinson, Beth Race.

**RESOLUTION No. 19 - 420 ESTABLISHMENT OF MEETING DATES AND TIME**

BE IT RESOLVED, that the regular meeting of the Butler County Educational Service Center Governing Board be held in the board conference room of the Butler County Educational Service Center or an alternate location on the third Wednesday of each month, with the exception of September. That meeting will be held on September 25, 2019 as set at today's meeting. Ms. Garver commented that consistency of meeting dates and times is important. She would prefer to stick with schedule rather than make adjustments to set dates.

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

**PROGRAM FOCUS PRESENTATION** - Early Childhood Programs - Mid-Year Results - 5 Year Goals presented by Suzanne Prescott.

**Resolution No 19 -421 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 January 16, 2019.

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

**Resolution No. 19 - 422 Financial Reports A - H Consent Vote**

- A. Monthly Financial Reports – Pages 16 - 23
- B. Financial Detail Report – Page 24
- C. Investment Report – Page 25
- D. Early Head Start/Head Start Financial Expenditure Reports – Pages 26-28
- E. Bank Reconciliation – Pages 29-33

- c. Edwards, Zachery
  - Position: Educational Aide - UDS
  - Effective: 1/23/19
  
- d. Holmes, Taylor
  - Position: Educational Aide - UDS
  - Effective: 2/1/19
  
- e. Mathes, Vaunshey
  - Position: Instructional Assistant
  - Effective: 1/31/19
  
- f. Phillips, Amanda
  - Position: Outreach Specialist
  - Effective: 2/21/19
  
- g. Thomas, Michelle
  - Position: Assistant Teacher
  - Effective: 2/15/19

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

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

**Resolution No. 19 -424 Resignations**

Initial Appointments

CERTIFIED

- a. Hahn, Cheryl
  - Position: Speech Language Pathologist
  - Contract: As Needed
  - Salary: \$38.50 per hour

- i. Gabriel, Bethanne
- Position: Instructional Assistant  
Contract: One Year  
Salary: \$18,093
- j. Heet, Ellen
- Position: Teacher  
Contract: One Year  
Salary: \$27,667
- k. Kolks, Sally
- Position: Admin. Assistant for Curriculum & Preschool  
Contract: One Year  
Salary: \$40,000
- l. Miller, Kaitlyn
- Position: Instructional Assistant  
Contract: One Year  
Salary: \$17,150
- m. Perry, Brittany
- Position: Assistant Teacher  
Contract: One Year  
Salary: \$12.03 per hour
- n. Robinson, Paula
- Position: Site Manager  
Contract: One Year  
Salary: \$47,500
- o. Tinker, Regan
- Position: Teacher - ECE  
Contract: One Year  
Salary: \$30,051
- p. West, Amanda
- Position: Teacher  
Contract: One Year  
Salary: \$28,392

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

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

**Resolution No. 19 -427 Collective Bargaining Agreement**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Collective Bargaining Agreement between the Service Employees International Unit District 1199 (SEIU) and Butler County Head Start effective January 24, 2019 - January 23, 2022 as listed in Appendix "C", which is attached and becomes an official part of the minutes.

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

**Resolution No. 19 -428 Leave of Absence - Maternity**

Denise Alves-Andrade  
Megan Hessling  
Sara Walker

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Maternity Leave of Absences as listed.

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

**Resolution No. 19 -429 JFS RESIGNATION**

NON CERTIFIED

a. Parry, Nicolle

Position: Kinship Navigator  
Effective: 2/23/19

b. Ruffin, Serena

Position: Assistant Teacher/Van Monitor  
Effective: 1/18/19

**Resolution No. 19 -432 Professional Leave - Out of State**

- a. Kelly Snyder attendance at the National Association for School Psychologist Annual Convention on 2/26/19 - 3/1/19 in Atlanta, Georgia at an estimated expense of \$300.
- b. Christi Reveal, Sylvia Hammons and Jennifer Wade, attendance at the Conscious Discipline Training held on March 1-2, 2019 in Chicago, Illinois at an estimated expense of \$1000 each.
- c. Elizabeth Harold and Sheena Ashcraft, attendance at the Conscious Discipline Summer Institute on June 22-28, 2019 in Orlando, Florida at an estimated expense of \$3000 each.
- d. Jennifer Mader, attendance at the Fifth Annual Head Start Fiscal Integrity Institute held on February 21-22, 2019 in San Antonio, Texas at an estimated expense of \$1200.
- e. Georgine Bowman and Dave Clark attendance at the ISTE Digital Leadership Conference held on January 17-21, 2019 in Santa Clara, California at an estimated expense of \$2,500 each.
- f. Suzanne Prescott and Nancy Baker, attendance at the NHSA (National Head Start Association) Conference held on April 28 - May 2, 2019 in San Antonio, Texas at an estimated expense of \$1400.
- g. Sheri Davis, Mindy Webb, Heather Cranent, and Elizabeth Scott, attendance at the Managing Comprehensive Health Services Conference held on April 16 -18, 2019 at an estimated expense of \$1200 each.
- h. Martha Centers, attendance at the Parents as Teachers conference held on March 3-7, 2019 in Saint Louis, Missouri at an estimated expense of \$1700.

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

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

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

**Resolution No. 19 -433 General Business Consent Vote Items # 1 - 19**

1. Brookwood Elementary School - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Brookwood Elementary School for Praxis 5203 Course Effective 1/4/19 through 3/29/19 in the amount of \$1,000 (additional days to be billed in the amount of \$1,000 for PD / \$700 for Coaching / \$600 for Facilitation) as listed in Appendix “D” which is attached and becomes part of the official minutes.

2. Southwest Local School District - Contracted Service Agreement - Amendment

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement Amendment with Southwest Local School District for Orientation and Mobility Services and Vision Impaired Teacher Services Effective 1/1/19 through 6/30/19 at the hourly rate of \$144.00 per hour not to exceed \$9,936.00 (69 hours) as listed in Appendix “E” which is attached and becomes part of the official minutes.

11. Lakota Local School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Lakota Local Schools for Speech-Language Pathology Service Coverage for Maternity Leave effective 4/22/19 through 5/24/19 in the amount of \$63.00 per hour, not to exceed 5 days per week, 8 hours per day as listed in Appendix "N" which is attached and becomes part of the official minutes.

12. Carlisle Local School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Carlisle Local School District for CPI Training effective 1/29/19 through 5/30/19 in the amount of \$65.00 per person for a full day training and \$35.00 per person for a ½ day training as listed in Appendix "O" which is attached and becomes part of the official minutes.

13. Carlisle Local School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Carlisle Local School District for Behavioral Coaching effective 1/29/19 through 5/30/19 in the amount of \$62.00 per hour not to exceed \$7,936 as listed in Appendix "P" which is attached and becomes part of the official minutes.

14. Emergency Money Fund, Inc. - Grant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the grant agreement with the Emergency Money Fund, Inc. for services through the Butler County Success Program effective 1/1/2019 through 12/31/2019 in the amount of \$36,000 as listed in Appendix "Q" which is attached and becomes an official part of the minutes.

15. Talawanda School District - Amended Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Amended Agreement with Talawanda School District effective 1/1/19 through 6/30/19 in the amount of \$22,665.30 as listed in Appendix "R" which is attached and becomes part of the official minutes.

16. Child Focus Inc. - Memorandum of Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Agreement with Child Focus effective 8/1/18 through 6/30/20 as listed in Appendix "S" which is attached and becomes part of the official minutes.

17. Deer Park City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Deer Park City School District for School Psychology Services effective 2/5/19 through 6/10/19 at the hourly rate of \$70.00 per hour as needed, not to exceed \$3,780 (54 hours) as listed in Appendix "T" which is attached and becomes part of the official minutes.

18. Mary Wolff - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Mary Wolff for a half day presentation "Ouch! That Stereotype Hurts" on 3/5/19 in the

4. Talbert House, dba Centerpoint Health-Contract Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Centering Pregnancy Expansion for Talbert House, dba Centerpoint Health in the amount not to exceed \$50,000 as listed in Appendix "Z" which is attached and becomes part of the official minutes.

5. Light Ministries-Contract Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Community Health Workers (CHW) salaries and supervision for Light Ministries Families First Program in the amount not to exceed \$67,888 as listed in Appendix "AA" which is attached and becomes part of the official minutes.

6. Butler County Health Consortium, dba Primary Health Solutions-Contract Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Centering Pregnancy Expansion including Community Health Workers (CHW) salary and supervision for Butler County Health Consortium, dba Primary Health Solutions in the amount not to exceed \$433,583 as listed in Appendix "BB" which is attached and becomes part of the official minutes.

7. Sojourners-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for training, nursing supports including Community Health Workers (CHW) salary and supervision for Sojourners in the amount not to exceed \$138,225 as listed in Appendix "CC" which is attached and becomes part of the official minutes.

8. Cincinnati State Middletown-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for up to 15 Community Health Workers (CHW) scholarships in the amount not to exceed \$41,269.80 as listed in Appendix "DD" which is attached and becomes part of the official minutes.

9. Healthy Children, Inc. Center for Breastfeeding-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Lactation Counselor Training Course to be hosted July 8-12, 2019 in the amount not to exceed \$25,000 as listed in Appendix "EE" which is attached and becomes part of the official minutes.

10. Katherine Vallance - Independent Contractor Amendment #2

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Independent Contractor Amendment #2 with Katherine Vallance for Kinship Home Study Specialist effective 1/1/2019 through 12/31/ 2019 in the amount of \$400 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 "FF" which is attached and becomes an official part of the minutes.

11. Kinship Navigator Program - OCTF Grant

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Kinship Navigator Program and the Butler County Family and Children First Council contractual agreement for Kinship

#### 4. Professional Leave - In State

- a. Donna Schwarber and Rachel Shepard, attendance at the OHSAI February Meeting held on February 13, 2019 in Columbus, Ohio at an estimated expense of \$200.
- b. Lakeisha Carter, Brittany McGinnis and Faith Haydon, attendance at the Ohio Early Childhood Conference held on April 24-26, 2019 in Sandusky, Ohio at an estimated expense of \$60 each.
- c. Georgine Bowman, Christina Curcio, David Clark, Mary Snellgrove and Adam Marcum attendance at the Ohio Educational Technology Conference held February 12-14, 2019 in Columbus, Ohio at an estimated expense of \$300.00 per person.
- d. Dawana Embry, Elizabeth Rivera, Aly McIntosh, Deilibeth Cruz, Amanda Myers, April Gross, Sarah Bryant, Amber Castro, Laurie Lockhart, Jennifer Hollandsworth, Casey Allison, Allison Cook, Misty Haydon, Robyne Robinson, Shannon Maier, Julia Jerez, Martha Centers, Candice Griffin and Lakeisha Carter, attendance at the OHSAI SW Conference held on March 12-14, 2019 in Columbus, Ohio at an estimated expense of \$600 each.
- e. Deborah Morrison attendance at the Preschool Autism Training Series held on March 4, 25 and April 2019 in Cincinnati, Ohio, at an estimated cost of \$116.00.
- f. Regina Meeker attendance at the Preschool Autism Training Series held on March 4, 25 and April 2019 in Cincinnati, Ohio, at an estimated cost of \$46.00.
- g. Chelsea McFarland and Stephanie Babb, attendance at the Dr. Temple: Educating Students Who have Difference Minds conference held on March 21, 2019 in Centerville, Ohio at an estimated expense of \$40 each.
- h. Alana Spears, Kelly Backer and Emily White, attendance at the Ohio Department of Health State Summit held on March 25-27, 2019 in Columbus, Ohio at an estimated expense of \$430 each.

5. Notice Of Award for Preble County Head Start, Butler County Head Start and Early Head Start as listed in Appendix "LL" which is attached and becomes an official part of the minutes.

#### **BOARD MEMBER COMMENTS**

Ms. Garver shared that the Butler Co. ESC has been recognized by Marshall High School for the Professional Development provided by our P.D. Department. She stated it has been very well received and extremely beneficial to their staff.

#### **Resolution No. 19 - 435 ADJOURNMENT at 9:01 a.m.**

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