

BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD

Minutes of the March 20, 2019 Regular Meeting

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, March 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 and Schechter. Also, present was the Superintendent, Chris Brown; Treasurer, Ken Ulm, and guests; Beth Waywood, Matthew Worthen, Wendy Folino, Sissy Rasmussen, Kelly Muzzarelli, Deb Constantinesco, Andrea Price, Tiffaney Freyman, James Griebel, Adam Marcum, Anna Hennig, Susan Regan, Suzanne Prescott, Kristen Jackson.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION

Beth Waywood Retirement

Resolution No. 19 - 436 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 February 20, 2018.

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

Resolution No. 19 - 437 Financial Reports A - I Consent Vote

- A. Monthly Financial Reports – Pages 12 - 19
- B. Financial Detail Report – Page 20
- C. Investment Report – Page 21
- D. Early Head Start/Head Start Financial Expenditure Reports – Pages 22 - 27
- E. Bank Reconciliation – Pages 28 -32

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 February 2019.

F. Mastercard Expenditures

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Mastercard expenditures for the month of February 2019 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 January, 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. Donation

Pause Donation from Johnson & Johnson Employee Giving Program (FCFC)	\$350
Behavioral Health 101 Event Sponsorship from Primary Health Solutions (FCFC)	\$250
Hamilton Church of God - Food Bags	\$90.00

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

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

Resolution No. 19 - 438 Resignations

CERTIFIED

a. Holzhaus-Peters, Leslie

Position: Speech Language Pathologist
Effective: 12/31/18

b. Szendrey, Mary

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

NON CERTIFIED

c. Espinosa, Jassel

Position: Assistant Teacher
Effective: 4/26/19

d. Fischer, Ruowei

Position: Computer Technician Technology Trainer
Effective: 3/16/19

e. Shahwan, Sana

Position: Family Service Worker
Effective: 3/18/19

f. Starks, Cynthia

Position: Educational Aide
Effective: 3/31/19

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the resignations 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 - 439 Resignation and Separation Agreement

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

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 - 440 Initial Appointments

CERTIFIED

a. Hayner-DePew, Amy

Position: Guidance Counselor
Contract: One Year
Salary: \$22.46 per hour

b. Listerman, Kelsey

Position: School Psychologist - Ross
Contract: One Year
Salary: \$55,889

NON – CERTIFIED

c. Bowling, Jack

Position: Computer Technician
Contract: One Year
Salary: \$38,500

d. Boyd, Natalie

Position: Educational Aide
Contract: One Year
Salary: \$24,581

e. Couch, Elizabeth

Position: Assistant Teacher
Contract: One Year
Salary: \$12.15 per hour

f. Glonek, Maranda

Position: Data Collector
Contract: As Needed
Salary: \$16.00 per hour

g. Holbrock, Kevin

Position: Computer Technician
Contract: One Year
Salary: \$38,500

h. Nelson, Mary

Position: Family Service Worker
Contract: As Needed
Salary: \$18.96 per hour

i. Spangler, Darrel

Position: Network, Specialist
Contract: One Year
Salary: \$45,000

j. Wethington, Taylor

Position: Instructional Assistant
Contract: One Year
Salary: \$17,150

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

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

Resolution No. 19 - 441 Supplemental Contracts

Cranert, Heather	\$70.00/hr	CPR Instruction
Miller, Cynthia	\$70.00/hr	CPR Instruction
Naehring, Katie	\$600	R.E. Stipend
Patel, Mital	\$22.75/hr	AV Support
Peckham, Jennifer	\$1,000	R.E. Stipend
Perry, Brittany	\$12.03/hr	Cleaning
Scott, Elizabeth	\$70.00/hr	CPR Instruction

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the supplemental 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 - 442 Salary Increase - EHS/HMG salary alignment

Babb, Stephanie	\$38,625	\$40,000
Griffin, Candice	\$38,688	\$40,540
Ervin, Erin	\$42,024	\$43,337
Haydon, Misty	\$39,397	\$40,540
Johnson, Abby	\$19.87/hr	\$21.13/hr
Pfirman, Kristin	\$38,187	\$39,000
Ramirez, Rosario	\$36,771	\$39,546
Richards, Kayla	\$38,724	\$39,000
Samayoa, Elizabeth	\$39,397	\$40,540
Sanchez, Jacqueline	\$40,056	\$40,540
Schroeder, Chelsea	\$38,500	\$39,000

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the salary increases 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 - 443 Leave of Absence - Maternity

Champa, Emily

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

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

Resolution No. 19 - 444 Leave of Absence - Unpaid Medical

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the medical unpaid leave of absence for Jacqueline Sanchez effective March 13, 2019 through July 1, 2019 as listed.

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

Resolution No. 19 - 445 JFS Resignation

NON CERTIFIED

a. Puls, Loretta

Position: Instructional Assistant - TIP
Effective: 2/26/19

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 Prichard Nays: None Abstain: Keels, President declared motion carried.

Resolution No. 19 - 446 JFS Funded - Initial Appointment

a. Campbell, Jillian

Position: Kinship Navigator
Contract: One Year
Salary: \$38,000

EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES

Bargar, Carly
Howard, Amy
Leneave, Tammy

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 Prichard Nays: None Abstain: Keels, President declared motion carried.

SUPERINTENDENT'S REPORT – AGENDA REVIEW/REVISION

Resolution No. 19 -447 General Business Consent Vote Items # 1 - 9

1. Immaculate Heart of Mary - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Service Agreement with Immaculate Heart of Mary for Half Day PD effective March 18, 2019 in the amount of \$520.00 as listed in Appendix "D" which is attached and becomes part of the official minutes.

2. Amy M. Schlessman - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Amy M. Schlessman for a full day presentation for OT / PTD effective November 8, 2019 in the amount of \$1,500 plus travel expenses not to exceed \$25.00 as listed in Appendix "E" which is attached and becomes part of the official minutes.

3. COLA - Cost of Living Adjustment - Butler County Head Start/Early Head Start - 2019

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the COLA in the amount of 1.77% effective February 1, 2019 to June 30, 2019 for all Butler County Head Start & Early Head Start employees as listed in Appendix "F" which are attached and become part of the official minutes.

4. COLA - Cost of Living Adjustment - Preble County Head Start - 2019

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the COLA in the amount of 1.77% effective February 1, 2019 to January 31, 2020 for all Preble County Head Start employees as listed in Appendix "G" which are attached and become part of the official minutes.

5 Preble Shawnee Local School District - Memorandum of Understanding

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Understanding with Preble Shawnee Local School District effective 2018-2019 school year for Audiology services as listed in Appendix "H" which is attached and becomes part of the official minutes.

6. New Miami District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with New Miami Local School District for Speech Language Pathology Services effective February 15, 2019 to May 24, 2019 in the amount of \$63.00 per hour, not to exceed 1 day per week, 8 hours per day as listed in Appendix "I" which is attached and becomes part of the official minutes.

7. Reading Community School District "changes" Beckett Springs Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contractual agreement with Reading Community School District - "changes" Beckett Springs effective Jan. 1, 2019-

June 30, 2019 in the amount of \$64.00 per day as listed in Appendix "J" which is attached and becomes an official part of the minutes.

8. Community Building Institute Middletown, Inc. - Memorandum of Understanding

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Understanding with Community Building Institute Middletown, Inc. effective January 1, 2019 through December 31, 2019 for the purpose of program management of the 3-5 Home Visitor Program, as listed in Appendix "K" which is attached and becomes part of the official minutes.

9. ABRE - Statement of Work SOW & Software Subscription Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Statement of Work with ABRE effective February 28, 2019 through February 27, 2020 in the amount of \$10,746.00 as listed in Appendix "L" which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items #1 -9.

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 -448 JFS Contracts

1. 3R Development, Inc.-Contract Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for 3R Development, Inc. to provide Fatherhood Programming for the Partnership to Reduce Infant Mortality in the amount not to exceed \$24,500 as listed in Appendix "M" which is attached and becomes part of the official minutes.

2. Florida State University-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Florida State University to provide "Partners For A Healthy Baby" Training on May 1-3, 2019 in the amount not to exceed \$22,500 as listed in Appendix "N" which is attached and becomes part of the official minutes.

3. Dan Elliott-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Dan Elliott to provide "Fix Your Face, Fix Your Voice" Customer Service Training on April 15, 2019 in the amount not to exceed \$900 as listed in Appendix "O" which is attached and becomes part of the official minutes.

4. Labors of Love, LLC--Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Labors of Love, LLC to provide "Trauma & Resiliency" training and consulting in the amount not to exceed \$7,000 as listed in Appendix "P" which is attached and becomes part of the official minutes.

5. Finding Hope, LLC-Contracted Services-Contract Amendment (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract Amendment for the Agreement for Services for Finding Hope, LLC to provide additional "Trauma & Resiliency" training and consulting in the amount not to exceed \$4,000 as listed in Appendix "Q" which is attached and becomes part of the official minutes.

6. Why Try, LLC-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Christian Moore of WhyTry, LLC to provide "Resiliency Breakthrough" Training on April 22, 2019 in the amount not to exceed \$5,000 as listed in Appendix "R" which is attached and becomes part of the official minutes.

7. Citizens for Civic Engagement-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for Citizens for Civic Engagement to provide facilitation and consultation for Opiate Mapping project from April 1-September 30, 2019 in the amount not to exceed \$8,000 as listed in Appendix "S" which is attached and becomes part of the official minutes.

8. BCESC-Administrative Agent Amendment (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Administrative Agent Agreement, which outlines services that the BCESC provides to the BCESC and increases the fiscal fee for grants from 5% to 7.5% as listed in Appendix "T" which is attached and becomes part of the official minutes.

9. MAC Training and Consulting-Contracted Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with MAC Training and Consulting-Michael Curtis of the International Association of Infant Massage to provide Infant Massage USA training for CHWs and Early Home Visitors from June 4-7, 2019 in the amount not to exceed \$9,985 as listed in Appendix "U" which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items #1 - 9.

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

Resolution No. 19 -449 Professional Leave - Out of State

- a. Therese Hunt and Scotty Cooper, attendance at the Disability Coordinator Services Institute held on April 28-30, 2019 in San Antonio, Texas at an estimated expense of \$800 each.
- b. Charla Henderson to attend National Rx Drug Abuse and Heroin Summit on April 23rd-April 26th in Atlanta, GA on behalf of the Southwest OH Regional Impact Workgroup focused on youth impacted by opioid abuse. Interact for Health will be sponsoring and

reimbursing for the registration, hotel and airfare at estimated expense of \$900. Per Diem costs will be paid for by FCFC at estimated expense of \$200. (FCFC)

- c. Paula Robinson, attendance at the Conscious Discipline Conference held on July 15-21, 2019 in Columbia, South Carolina at an estimated expense of \$2000.
- d. Karen Powers, attendance at the National Association for the Education of Young Children held on March 14 – 15, 2019 in Indianapolis, Indiana at the estimated expense of \$600.

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, Feldman, Schechter, and Prichard Nays: None President declared motion carried.

Items for Information

1. Homeschooling Students

Seven (7) more homeschooling students were added to our list making a total of five hundred eighteen (518) for the 2018-2019 school year.

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

3. FMLA

Agular, Leah
Cordero, Fritzie
Gregg, Michelle
Stephens, Carolyn

4. Supplemental Contract

Widner, Hannah 10 days additional duties

5. Kindergarten Readiness Data – Appendix “W” (data will be provided at board meeting)

6. Professional Leave - In State

- a. Mary “Jessica” Chandler and Molly Alford, attendance at the Active Learning Conference held on March 22, 2019 in Columbus, Ohio at an estimated expense of \$75.00 each.
- b. Misty Haydon, attendance at the Quality Infant Toddler Caregiving - an Academy for Ohio and Michigan held on April 29 - May 1, 2019 in Columbus, Ohio at an estimated expense of \$500.
- c. Cynthia Sprinkle, attendance at the American Academy of Audiology Conference held on March 27 - Marcher 28, 2019 in Columbus, Ohio at an estimated expense of \$1,000.
- d. Sarah Martin, Ines Tomes, Pamela Little-Hayes, Sara Walker, Valerie Monahan, Karen Powers, Maureen Brenner, Casey Kiss, Megan Vogt, Annette Lauer, Lisa McHenry and

Andrea Kimmel attendance at Autism Course held on March 1, 4, 22, 25 and April 29, 2019 in Sharonville, OH at an estimated expense of \$12.00 per person.

- e. Therese Hunt, Sheri Davis, Amy Beissel, Shelly Wallpe, Donna Schwarber and Rachel Shepard, attendance at the April OHS AI Meeting held on April 9-10, 2019 in Columbus, Ohio at an estimated expense of \$500 each.
- f. Suzanne Prescott, attendance at the OHS AI Executive Committee Meeting held on April 8-10, 2019 in Columbus, Ohio at an estimated expense of \$500.
- g. Paula Robinson, attendance at the OHS AI CLASS Training held on April 8-10, 2019 in Columbus, Ohio at an estimated expense of \$500.

BOARD MEMBER COMMENTS: Mr. Brown shared the that the EHS/HS team has been participating in the Shared Harvest food distribution. They have served over 200 families. Two additional dates are set to take place. One in Preble County, and one in Middletown.

Mrs. Garver and Mr. Feldmann thanked Suzanne Prescott for inviting them to attend the Head Start Policy Council meeting. They came away very impressed by the meeting

Resolution No. 19 -450

ADJOURNMENT at 8:50 a.m.

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