

**BUTLER COUNTY EDUCATIONAL SERVICE CENTER
GOVERNING BOARD**

Minutes of the December 18, 2019 Regular Meeting

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, December 18, 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 8:32 a.m.

ROLL CALL - showed the following members present: Feldmann, Garver, Keels, Schechter and Pritchard. Also, present was the Superintendent, Chris Brown; Treasurer, Ken Ulm, Laura Theiss and guests; Benita Mudd, Kelly Muzzarelli, Tiffany Fryman, Heather Sass, Wendy Folino, James Griebel, Suzanne Prescott, Adam Marcum, Beth Race, and Andrea Price.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION:

Special Recognition:

Andrew Schechter - BCESC Board Member

Kelly Dixon - EMIS Coordinator at Fairfield City Schools

Amy Vollmer - Physical Therapist at Talawanda City Schools

Resolution No. 19-583 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 20, 2019.

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 the motion carried.

Resolution No. 19-584 FINANCIAL REPORT A - I

- A. Monthly Financial Reports – Pages 10 - 16
- B. Financial Detail Report – Page 17
- C. Investment Report – Page 18
- D. Early Head Start/Head Start Financial Expenditure Reports – Page 19 - 23
- E. Bank Reconciliation – Pages 24 - 27

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 2019.

F. Mastercard Expenditures

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

G. Clark Schaefer Hacket - Audit

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Memorandum of Understanding in the amount of \$16,800.00 as listed in Appendix "B", which is attached and becomes part of the official minutes.

H.. Donations

Hamilton Church of God, Inc.	90.00 (food bags-ridgeway elementary)
Hamilton Church of God, Inc.	60.00

I. Outstanding Checks

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the outstanding checks for the payroll account in the amount of \$10,154.63 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.

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

SUPERINTENDENT'S REPORT

A. Personnel

Resolution No. 19-585 BOARD MEETING DATES

Organizational/Regular Meeting - January 22, 2020

BE IT RESOLVED, the Superintendent recommends the Governing Board approve January 22, 2020 at 8:30 a.m. for the Organizational/Regular meeting.

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

Resolution No. 19-586 RESIGNATION

CERTIFIED | NON CERTIFIED

- a. Bowling, Cheryl

Position: Instructional Assistant
Effective: 12/9/2019

- b. Lykins, Courtney

Position: Custodian
Effective: 11/21/2019

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

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

Resolution No. 19-587 RESIGNATION IN LIEU OF TERMINATION

- a. Dowdell, Stacy

Position: Preschool Intervention Specialist
Effective: 11/24/19

BE IT RESOLVED, The Superintendent recommends the Governing Board approve the resignation in lieu of termination as listed and report the educator to the ODE Office of Professional Conduct for abandoning her position as a PSIS and not fulfilling her contract.

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

Resolution No. 19-588 INITIAL APPOINTMENTS

CERTIFIED | NON CERTIFIED

- a. Bierer, Natlaie

Position: Family Service Worker - Preble Co
Contract: As Needed
Salary: \$22.71 per hour

b. Butler, Josh

Position: Assistant Teacher - Floater
Contract: One Year
Salary: \$12.91 per hour

c. Jafari, Amal

Position: Assistant Teacher
Contract: One Year
Salary: \$14.73 per hour

d. Kruger, Christine

Position: Educational Aide
Contract: One Year
Salary: \$19,610

e. Lyons, Jourdan

Position: Occupational Therapist
Contract: As Needed
Salary: \$36.05 per hour

f. McNabb, Monica

Position: Educational Aide
Contract: One Year
Salary: \$8,622

g. Moore, Terri

Position: Assistant Teacher - Preble Co.
Contract: One Year
Salary: \$18,936

h. Spencer, Noelle

Position: Instructional Assistant
Contract: One Year
Salary: \$18,936

i. Zatari, Sylvia

Position: Family Service Worker
Contract: One year
Salary: \$22.71 per hour

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

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

Resolution No. 19-589 SUPPLEMENTAL CONTRACT

Monahan, Valerie	\$150.00	additional training
Mynhier, Denise	\$14.53	additional duties
Napier, Kayla	\$22.67	additional duties
O'Connor, Stephanie	\$150.00	additional training
Schwartz, Taylor	\$150.00	additional training
Strawhun, Beth	\$150.00	additional training

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

Resolution No. 19-590 CONTRACT ADJUSTMENT

- a. Alicea, Zorimar
 - Position From: Family Support Specialist
 - Position To: Eligibility Coordinator
 - Days From: 210
 - Days To: 230
 - Salary From: \$34,087
 - Salary To: \$41,000

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

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

Resolution No. 19-591 PROFESSIONAL LEAVE - OUT OF STATE

- a. Suzanne Prescott and Chris Brown attendance at 2020 Winter Leadership Institute held on January 27-31st, 2020 in Washington, DC at an estimated cost of \$2,000.00 each.

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, Schechter and Pritchard. Nays: None. President declared the motion carried

Resolution No. 19-592 LEAVE OF ABSENCE

Evans, Sierra
Robinson, Roberta

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the medical leaves of absence as listed .

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

Resolution No. 19-593 JFS INITIAL APPOINTMENT

EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES

Rivers, Teresa
Williams, Rosita

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the 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. Abstain: Keels. Nays: None. President declared the motion carried

Resolution No. 19-594 SUPPLEMENTAL CONTRACT

Bullimore, Andrea	\$800.00	TIP STIPEND
Chapman, Amy	\$1,200.00	TIP STIPEND
Couch, Elizabeth	\$800.00	TIP STIPEND
Jackson, Elizabeth	\$400.00	TIP STIPEND
Lewis, Brooke	\$400.00	TIP STIPEND
Luckey, Tiffany	\$400.00	TIP STIPEND
Morgan, Montessa	\$400.00	TIP STIPEND
Palzotto, Samantha	\$400.00	TIP STIPEND

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

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

SUPERINTENDENT'S REPORT – AGENDA REVIEW/REVISION

B. General Business

Resolution: 19-595 General Business Consent Vote # 1 -#10

1. 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 (Amended Contract) effective November 20, 2019 through May 30, 2020 in the amount of \$62.00 per hour not to exceed \$7,440.00 as listed in Appendix "D", which is attached and becomes part of the official minutes.

2. 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 December 1, 2019 through May 30, 2020 in the amount of \$65.00 per person for a full day training and \$35.00 per person for ½ day training as listed in Appendix "E" which is attached and becomes part of the official minutes.

3. Northmont City Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Northmont City Schools for Curriculum Facilitation effective November 20, 2019 through June 30, 2020 in the amount of \$3,600 as listed in Appendix "F" which is attached and becomes part of the official minutes.

4. Memorandum of Understanding - Mental Health Recovery Services of Warren and Clinton Counties

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with the Mental Health Recovery Services of Warren and Clinton Counties for Mobile Response and Stabilization Services effective October 1, 2019 through September 30, 2020 in the amount of \$273,656.00 as listed in Appendix "G", which is attached and becomes part of the official minutes.

5. Ohio Department Of Health Help Me Grow Home Visiting Provider Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Provider Agreement with Help Me Grow Home Visiting effective January 1, 2020 through June 30, 2021 as listed in Appendix "H", which is attached and becomes part of the official minutes.

6. Approval for Revised Attendance Policy

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

7. Cincinnati Christian Schools (CCS) - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Cincinnati Christian Schools (CCS) effective August 1, 2019 through July 31, 2020 in the amount of \$150,567.00 as listed in Appendix "J", which is attached and becomes part of the official minutes.

8. Madison Local Schools - Resolution for Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Resolution for Services with Madison Local Schools effective July 1, 2019 through June 3, 2020 in the amount of \$17,000 as listed in Appendix "K", which is attached and becomes part of the official minutes.

9. Butler County Board of Developmental Disabilities- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Butler County Educational Service Center Funding Agreement with Butler County Board of Developmental Disabilities effective July 1, 2019 through June 30, 2020 in the amount of \$50,000.00 as listed in Appendix "L", which is attached and becomes part of the official minutes.

10. Patricia Clark - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Patricia Clark as a consultant for Warren/Clinton counties Handle with Care Coordination services effective January 1, 2020 through September 2020 in the amount of \$25.00 per hour for a maximum of not more than 50 days as listed in the Appendix "M" which is attached and becomes part of the official minutes.

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

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

Resolution: 19-596

11. Business Associate Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Business Associate Agreement January 1, 2020 as listed in the Appendix "T" which is attached and becomes part of the official minutes.

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

Resolution: 19-597

12. Infant Mortality Grant Agreement – Multiple Medicaid Groups

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreements 11.A – 11.E in the total sum of \$1,356,920.00 for the Infant Mortality Grant effective, January 1, 2020 as listed in the Appendix "U" which is attached and becomes part of the official minutes.

A. Caresource

- B. Molina
- C. Buckeye
- D. Paramount
- E. UHC (United Health Care)

Mr. Feldmann 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 the motion carried

Resolution: 19-598 JFS CONTRACT CONSENT VOTE #1 - # 4

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 1/1/2020 through 12/31/ 2020 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 “N” which is attached and becomes an official part of the minutes.

2. Soul Bird Consulting, LLC- Contracted Service Agreement (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Soul Bird Consulting, LLC Contracted Services Agreement for a Trauma & Resiliency Training Series for Partnership to Reduce Infant Mortality (PRIM) partners effective December 1, 2019 through December 30, 2020 not to exceed \$22,000.00 as listed in Appendix “O”, which is attached and becomes part of the official minutes.

3. Soul Bird Consulting, LLC- Contracted Service Agreement (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Soul Bird Consulting, LLC Contracted Services Agreement for an Implicit Bias Training Series for Partnership to Reduce Infant Mortality (PRIM) partners effective December 1, 2019 through December 30, 2020 not to exceed \$17,125.00 as listed in Appendix “P”, which is attached and becomes part of the official minutes.

4. Kim Wentz- Contracted Service Agreement (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Services Agreement with Kim Wentz for outreach and training to first responders (EMT, fire and police departments) for Partnership to Reduce Infant Mortality (PRIM) to connect more pregnant women to Community Health Workers and resources effective December 1, 2019 through December 30, 2020 not to exceed \$9,750.00 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 - #4 .

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

Items for Information

1. Homeschooling Students -five (5) homeschooling students were added to our list making a total of five hundred twenty (520) for the 2019-2020 school year.

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

3. FMLA
 Cranert, Heather
 Reffitt, Mark

4. Professional Leave - In State
 - a. Dianne Clemens attendance at Ocalicon held on November 19-22, 2019 in Columbus, Ohio at an estimated cost of \$1,300.

5. Board Policy - First reading of Board Policies as attached in Appendix ”S”

VIII. BOARD MEMBER COMMENTS

Ms. Keels made comments regarding some of the new policies that were attached for review. She wants to talk specifically about the Breastfeeding policy and the term “sanitary”. Feels it needs to be defined or removed. She would like to discuss the Athletics Policy as well.

Ms. Garver thanked Mr. Schechter for his years of service and expressed he will be missed. This sentiment was expressed by Ms. Keels as well. Mr. Schechter said it has been his pleasure serving and to keep up the good work.

Resolution: 19-599 EXECUTIVE SESSION : 8:52 a.m.

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 and for the evaluation of the superintendent.

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

Resolution: 19-600 ADJOURNMENT: 9:04 a.m.

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