BUTLER COUNTY EDUCATIONAL SERVICE CENTER
GOVERNING BOARD

Minutes of the February 26, 2020 Regular Meeting

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, February 26, 2020 at the Educational Service Center located at 400 North Erie Blvd, Suite A, Hamilton, Ohio 45011.

Minutes were taken by Treasurer, Ken Ulm.

Ms. Tawana Keels, President called the meeting to order at 8:30 a.m.

ROLL CALL: showed the following members present: Feldmann, Garver, Mudd and Keels. Also, present was the Superintendent, Chris Brown; Treasurer, Ken Ulm, Laura Theiss and guests; Kelly Muzzarelli, Tiffaney Fryman, Heather Sass, Suzanne Prescott, Shelly Wallpe, Deb Constantinesco, and Andrea Price.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Shelly Wallpe - ERSEA

RESOLUTION NO. 20 - 023 APPROVAL OF MINUTES

A. BE IT RESOLVED, that the Governing Board waives the reading and approves the minutes of the Board’s regular/organizational meeting held January 22, 2020 and the special meeting held January 27, 2020.

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

REGULAR AGENDA - REVIEW / REVISION

RESOLUTION NO. 20 - 024 TREASURER’S REPORT

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F. Visa Expenditures

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

G. Donations

First United Church of Christ
Hamilton Church of God, Inc.

$180.00 (PC Success Program)
$120.00 (Ridgeway Elem. food bags)

BE IT RESOLVED, the Treasurer recommends the Governing Board approve items A – G as listed.

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

SUPERINTENDENT’S REPORT

Personnel

RESOLUTION NO. 20 - 025 RESIGNATIONS

CERTIFIED | NON CERTIFIED

a. Beneke, Jean

Position: Teacher - Preble Co
Effective: 2/26/2020

b. Brown, Cara

Position: Mental Health Consultant
Effective: 2/21/2020

c. Butler, Josh - Never started work

Position: Assistant Teacher
Effective: Did not report to work.

d. Hummons, Marietta

Position: Preschool Intervention Specialist
Effective: 7/31/2020

e. Reyes, Rut

Position: Instructional Assistant
Effective: 1/29/2020

f. Rollins, Teri
Position: Special Education Director
Effective: 5/29/2020

g. Seamans, Jennifer

Position: Educational Aide
Effective: 2/27/2020

h. Van Houten, Nicole

Position: Teacher - ECE
Effective: 2/26/2020

i. Webb, Mindy

Position: Assistant Health Manager
Effective: 2/26/2020

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

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

RESOLUTION NO. 20 - 026 INITIAL APPOINTMENTS

CERTIFIED | NON CERTIFIED

a. Decker, Trasi

Position: Teacher - ECE
Contract: One Year
Salary: $30,197

b. Flecha Campos, Zulma

Position: Help Me Grow - Home Visitor
Contract: One Year
Salary: $38,240

c. Gonzalez, Maritza

Position: Translator - Interpreter
Contract: As Needed
Salary: $20.00 per hour
d. Gurung, Manita

Position: Assistant Teacher
Contract: One Year
Salary: $13.03 per hour

e. Listermann, Brianna

Position: Food Services Clerical Assistant
Contract: As Needed
Salary: $18.00 per hour

f. Pike, Amanda

Position: Teacher
Contract: One Year
Salary: $30,406

EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES

Haworth, Holly
Howard, Daniel
Hunzberger, Abby
Rogers, Holly

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

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

RESOLUTION NO. 20 -027 RESIGNATION

a. Pike, Amanda

Position: Teacher
Effectived: 2/5/2020 - 2/21/2020

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

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

RESOLUTION NO. 20 - 028 SUPPLEMENTAL CONTRACTS

Bauer, Kathryn $1,200 additional duties
Boomershire, Mindy $6.48 additional per hour Teacher role
Castle, Nathan $19.05 per hour additional duties
Koller, Cassandra $5.95 additional per hour Teacher role
BE IT RESOLVED, the Superintendent recommends the Governing Board approve the supplemental contracts as listed.

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

RESOLUTION NO. 20 - 029       CONTRACT RENEWAL - ADMINISTRATIVE

Brown, Christopher

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract renewal as listed in Appendix “B”, which is attached and becomes part of the official minutes.

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

RESOLUTION NO. 20 - 030   CONTRACT ADJUSTMENT

a. Beissel, Amy

Position From: Data & Monitoring Coordinator  
Position To: Data & Monitoring Coordinator  
Days From: 240  
Days To: As Needed  
Salary From: $52,221  
Salary To: $29.01 per hour

b. Bollinger, Taylor

Position From: Instructional Assistant  
Position To: Instructional Assistant  
Days From: As Needed  
Days To: As Needed  
Salary From: $13.56  
Salary To: $13.03

c. Collas, Bethany

Position From: Teacher - ECE Permanent Sub  
Position To: Preschool Intervention Specialist  
Days From: 180  
Days To: 180  
Salary From: $33,588  
Salary To: $41,101
d. Dawson, Ciara

Position From: Teacher - Preble Co
Position To: Teacher - Preble Co
Days From: 180 @ 4 hrs.
Days To: 180 @ 8 hrs.
Salary From: $16,604
Salary To: $33,206

c. Ghule, Neeraj

Position From: Assistant Teacher
Position To: Data & Monitoring Coordinator
Days From: 180
Days To: 240
Salary From: $15.86 per hour
Salary To: $50,004

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

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

RESOLUTION NO. 20-031 PROFESSIONAL LEAVE - OUT OF STATE

a. Georgine Bowman and Dave Clark’s attendance at ISTE Conference and Expo June 28 - July 1, 2020 in Anaheim, California for an estimated cost of $5,000.
b. Bonnie Hoffman and Jim Griebel attendance at the 6th Annual Headstart/EHS Health & Safety Institute on March 4-6, 2020 in Dallas, TX at an estimated cost of $2000.00.
c. Therese Hunt attendance at Teachstone InterAct Summit on April 20-21, 2020 in San Diego, CA at an estimated cost of $300.
d. Lisa McCoon attendance at the Orange Conference on April 29-May 1, 2020 in Atlanta, GA at an estimated cost of $1,850.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve items professional leave as listed.

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

RESOLUTION NO. 20-032 PROFESSIONAL LEAVE - IN STATE

Governing Board Member Professional Leave - In State

a. Benita Mudd attendance at the SW Board Member 101 held on January 11, 2020 in Dayton, Ohio at an estimated expense of $325.00.
b. Benita Mudd attendance at the Ohio Legislative Black Caucus held on February 6, 2020 in Columbus, Ohio at an estimated expense of $107.06.
c. Benita Mudd attendance at the State Legislative Conference held on March 18, 2020 in Columbus, Ohio at an estimated expense of $260.00.
d. Benita Mudd attendance at the Board Leadership Institute held on May 1-2, 2020 in Columbus, Ohio at an estimated expense of $700.00.

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

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

RESOLUTION NO. 20 - 033 LEAVE OF ABSENCE - MATERNITY

Canepa, Rachael

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the medical leave of absence effective February 12, 2020 as listed.

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

SUPERINTENDENT’S REPORT

RESOLUTION NO. 20 - 034 GENERAL BUSINESS CONSENT VOTE #1 - #30

| Items for Action |

1. Sarah Buffie - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Sarah Buffie for full day training for OT/PT to be delivered on November 3, 2020 in the amount of $3,000 as listed in Appendix “C”, which is attached and becomes part of the official minutes.

2. Southwest Local School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Southwest Local School District for Additional Preschool Occupational Therapy Services effective January 29, 2020 through June 5, 2020 in the amount of $68.00 per hour up to $9,248 (17 days) as listed in Appendix “D”, which is attached and becomes part of the official minutes.

3. SOLUTIONS Community Counseling and Recovery Centers Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the service agreement with SOLUTIONS Community Counseling and Recovery Centers effective January 23, 2020 as listed in Appendix “E”, which is attached and becomes part of the official minutes.
4. ECE Preschool Tuition Sliding Scale for Fee Guidelines 2019/2020 and 2020/2021

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the ECE Preschool Tuition Sliding Scale Fee Guidelines 2019/2020 and 2020/2021 as listed in Appendix “F”, which is attached and becomes an official part of the minutes.

5. JASON Learning - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with JASON Learning for one day of professional development and one day of coaching for Talawanda City Schools to be delivered between January 15, 2020 through May 15, 2020 in the amount of $1,700.00 as listed in Appendix “G”, which is attached and becomes part of the official minutes.

6. Butler Tech - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Butler Tech for one day of Instructional Coaching to be delivered on January 23, 2020 in the amount of $1,400.00 as listed in Appendix ”H”, which is attached and becomes part of the official minutes.

7. Next Step Networking - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Next Step Networking for set-up, structure and training of the SREB - Southern Regional Education Board G Suite and Curriculum effective February 17, 2020 through May 31, 2020 in the amount of $9,750 as listed in Appendix “I”, which is attached and becomes part of the official minutes.

8. Preble County Job and Family Services MOU for Success Program

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Understanding with Preble County Job and Family Services for the Preble County Success Program to increase TANF by $20,000 for a total amount not to exceed $90,000 effective July 1, 2019 through June 30, 2020 as listed in Appendix “J”, which is attached and becomes part of the official minutes.

9. Approval for Revised Policy- Standards of Conduct

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Standards of Conduct Revised as listed in Appendix “K”, which is attached and becomes part of the official minutes.

10. Memorandum of Agreement with Cribs for Kids Partnership - Infant Mortality Grant

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Agreement for Birth to 3 program regarding Cribs for Kids Partnership effective October 1, 2019 through September 30, 2020 as listed in Appendix “L” , which is attached and becomes part of the official minutes.

11. Hedda Sharapan- Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Hedda Sharapan consultant for school programs and services effective January 7, 2020 through September 30, 2020 for the amount not to exceed $1,500.00 as listed in Appendix “M” , which is attached and becomes part of the official minutes.

Infant Mortality Grant items listed: #12 - #25
12. First Amendment to Infant Mortality Grant Agreement- Paramount Advantage

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the First Amendment to Infant Mortality Grant Agreement with Paramount Advantage effective January 1, 2020 as listed in Appendix “N”, which is attached and becomes part of the official minutes.

13. First Amendment to Infant Mortality Grant Agreement- Buckeye Health Plan

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the First Amendment to Infant Mortality Grant Agreement with the Buckeye Health Plan effective January 1, 2020 as listed in Appendix “O”, which is attached and becomes part of the official minutes.

14. First Amendment to Infant Mortality Grant Agreement- Caresource

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the First Amendment to Infant Mortality Grant Agreement with Caresource effective January 1, 2020 as listed in Appendix “P”, which is attached and becomes part of the official minutes.

15. First Amendment to Infant Mortality Grant Agreement- Molina Healthcare of Ohio

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the First Amendment to Infant Mortality Grant Agreement with Molina Healthcare of Ohio effective January 1, 2020 as listed in Appendix “Q”, which is attached and becomes part of the official minutes.

16. First Amendment to Infant Mortality Grant Agreement- United Healthcare

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the First Amendment to Infant Mortality Grant Agreement with United Healthcare Community Plan of Ohio effective January 1, 2020 as listed in Appendix “R”, which is attached and becomes part of the official minutes.

17. Community Building Institute- Business Associate Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Business Associate Agreement with Community Building Institute effective January 1, 2020 as listed in Appendix “S”, which is attached and becomes part of the official minutes.

18. Ohio State University Government Resource- Data Sharing Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Data sharing agreement with Ohio State University Government Resource effective January 1, 2020 through December 31, 2020 as listed in Appendix “T”, which is attached and becomes part of the official minutes.

19. Atrium Medical Center- Business Associate Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Business Associate Agreement with Atrium Medical Center effective January 1, 2020 as listed in Appendix “U”, which is attached and becomes part of the official minutes.
20. Sojourner Recovery Services- Business Associate Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Business Associate Agreement with Sojourner Recovery Services effective January 1, 2020 as listed in Appendix “V”, which is attached and becomes part of the official minutes.


BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Business Associate Agreement with Help Me Grow- Brighter Futures Nurse Family Partnership effective January 1, 2020 as listed in Appendix “W”, which is attached and becomes part of the official minutes.

22. Community Building Institute- Infant Mortality Grant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Infant Mortality Grant Agreement with Community Building Institute effective January 1, 2020 in the grant amount of $92,364.00 as listed in Appendix “X”, which is attached and becomes part of the official minutes.

23. Atrium Medical Center- Infant Mortality Grant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Infant Mortality Grant Agreement with Atrium Medical Center effective January 1, 2020 in the grant amount of $61,131.00 as listed in Appendix “Y”, which is attached and becomes part of the official minutes.

24. Sojourner Recovery Services- Infant Mortality Grant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Infant Mortality Grant Agreement with Sojourner Recovery Services effective January 1, 2020 in the grant amount of $45,660.80 as listed in Appendix “Z”, which is attached and becomes part of the official minutes.

25. Help Me Grow- Brighter Futures Nurse Family Partnership- Infant Mortality Grant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Infant Mortality Grant Agreement with Help Me Grow- Brighter Futures Nurse Family Partnership effective January 1, 2020 in the grant amount of $85,000.00 as listed in Appendix “AA”, which is attached and becomes part of the official minutes.

26. ERSEA Form

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Enrollment, Recruitment, Selection, Eligibility, Attendance (ERSEA) form for 2020 as listed in Appendix “BB”, which is attached and becomes part of the official minutes.

27. Hamilton City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Hamilton City Schools for Speech-Language Pathology Services effective October 20, 2019 through November 4, 2019 at the hourly rate of $63.00 per hour, not to exceed 32 hours as listed in Appendix “CC”, which is attached and becomes part of the official minutes.
28. Princeton City - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Princeton City School District for a half day Professional Development on Culturally Responsive Classroom Management to be delivered on February 13, 2020 in the amount of $600.00 as listed in Appendix “DD”, which is attached and becomes part of the official minutes.

29. Hamilton City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Hamilton City Schools for Physical Therapy Services effective February 3, 2020 through May 21, 2020 at the hourly rate of $68.00 per hour, not to exceed $17,408 (32 days) as listed in Appendix “EE”, which is attached and becomes part of the official minutes.

30. Child Focus Inc. - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Child Focus Inc. to provide the coordination of Handle With Care by engaging school districts and law enforcement agencies in training and collaborative partnerships to facilitate the program in each participating community effective February 10, 2020 through June 30, 2020 in the amount of $5,000 as listed in Appendix “FF”, which is attached and becomes part of the official minutes.

BE IT RESOLVED, the Superintendent recommends the Governing Board approves items # 1 - # 30.

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

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**Items for Information**

1. Homeschooling Students - Four (4) homeschooling students were added to our list making a total of five hundred thirty-two (532) for the 2019-2020 school year.


3. FMLA
   - Gandee, Carol
   - Gray, Bridgitte
   - Gross, April
   - Helsley, Carmey
   - Lockhart, Laurie
   - Manning, Cassie

4. Professional Leave - In State
   
a. Deb Constantinesco and Kelly Muzzarelli attended the 2020 Administrative Assistant Seminar on February 6-7, 2020 in Columbus, OH at an estimated cost of $ 800.00.
   b. Kym Cappel attendance at CACFP Training and Vendor Show on March 2, 2020 in Columbus, OH at an estimated cost of $120.00.
c. Scotty Cooper, Donna Carlotta, Ashley Campbell, Renata Ahlers, Elizabeth Rivera, Shannon Maier, Faith Haydon, Misty Haydon, Martha Centers and Julia Jerez attendance at OHSAI Social Work Conference on March 11-13, 2020 in Columbus, OH at an estimated cost of $650.

d. Ann Jones attendance at Battelle Developmental Inventory 2 on April 4, 2020 in Pickerington, OH at an estimated cost of $125.35.

e. Lisa McCoon attending the Thriving Families Conference as a presenter on March 2, 2020 in Findlay, OH at an estimated cost of $100.

f. Charla Henderson and Beth Race attending the Ohio Mental Health & Addiction Services (OMHAS) Trauma Conference on May 18-20, 2020 at an estimated cost of $1,200.

g. Charla Henderson and Beth Race attending the Ohio Mental Health & Addiction Services (OMHAS) Ohio Prevention Conference as presenters on June 29-July 1, 2020 at an estimated cost of $1,200.

5. Technical Changes to Board Policies: Appendix “HH”.

po 0113
po 0142.3

6. Board Policy - First reading of Board Policies as attached in Appendix “II”.

7. Financial information - cash balance and cash flow as listed in Appendix “JJ”.

District services breakdown will be provided at the board meeting.

BOARD MEMBER COMMENTS:

Ms. Mudd was happy and appreciated the information provided to her. She commented that it really helped her to understand things more clearly.

Ms. Garver spoke about the Butler County Imagination Library. There will be a meeting with the Governor in April 2020.

Ms. Keels said she was excited to work with the new Governing Board.

RESOLUTION NO. 20 - 035

EXECUTIVE SESSION - In: 9:00 a.m. - Out: 9:46 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.

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

RESOLUTION NO. 20 - 036

Public Notice - Retire /Rehire

BE IT RESOLVED, the Governing Board recommends the public notice for the retirement /rehire of Suzanne Prescott for the position of Early Childhood Programs Director. This notice will include the time, date, and location of the board meeting, at which time this reemployment will be publicly discussed. The meeting will be held on April 15, 2020 at 8:15 a.m.

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