

**BUTLER COUNTY EDUCATIONAL SERVICE CENTER GOVERNING BOARD**

**Minutes of the November 14, 2018 Regular Meeting**

The Butler County Educational Service Center Governing Board met at 8:30 a.m. on Wednesday, November 14, 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 8:30 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, Jenna Neff, Jim Griebel, Deb Constantinesco, Suzanne Prescott, Doug Raab, Bob Brungs, Kelly Muzzarelli, Adam Marcum.

Mr. Brown shared results of the county school financing levy. It was defeated 53% to 47% but this was the closest of any county school financing levy run in the state.

**Resolution No 18 -372 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 October 24, 2018.

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 motion carried.

**Resolution No. 18- 373 Financial Reports A - G Consent Vote**

- A. Monthly Financial Reports – Pages 12 - 18
- B. Financial Detail Report – Page 19
- C. Investment Report – Page 20
- D. Early Head Start/Head Start Financial Expenditure Reports – Pages 21 - 25
- E. Bank Reconciliation – Pages 26 - 29

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 October 2018.

- F. Mastercard Expenditures

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

G. Donations

<u>Donor</u>	<u>Amount</u>
Benjamin Franklin Lodge 719 (Success)	\$3,000.00
Pies & Pints Dine to Donate (FCFC)	\$89.40

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

BE IT RESOLVED, the Treasurer recommends the Governing Board approve Items A – G 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.

**SUPERINTENDENT’S REPORT**

- A. Strategic Planning Update and Next Steps - Health Clinic Update
- B. Personnel

**Resolution No. 18- 374 Resignations**

NON CERTIFIED

- a. Jenkins, Roshawn

Position: FCFC Program Assistant  
Effective: 11/14/18

- b. Laughman, Jacob

Position: Assistant Teacher  
Effective: 10/22/18

- c. Parkinson, Ashley

Position: Teacher - ECE  
Effective: 11/13/18

- d. Workman, Joseph

Position: Facilities Assistant  
Effective: 11/9/18

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

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

**Resolution No. 18 - 375 Initial Appointments**

CERTIFIED

a. Geiser, Suzanne

Position: Speech Language Pathologist  
Contract: As Needed  
Salary: \$37.00 per hour

NON – CERTIFIED

b. Burrell, Kim

Position: Instructional Assistant  
Contract: One Year  
Salary: \$18,409

c. Cobb, Brittany

Position: Assistant Teacher  
Contract: One Year  
Salary: \$12.39 per hour

d. Derum-Mikulich, Lonnie

Position: Assistant Teacher  
Contract: One Year  
Salary: \$13.21 per hour

e. Sander, Terry

Position: Transporter  
Contract: As Needed  
Salary: \$11.63 per hour

f. Sergent, Reyna

Position: Family Service Worker/ Translator  
Contract: One Year  
Salary: \$17.80 per hour

g. Smith, Chelsea

Position: Administrative & Vocational Assistant  
Contract: One Year  
Salary: \$35,900

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

**Resolution No. 18 - 376 Contract Adjustment**

a. Allen, Ashley

Position from: Instructional Assistant  
Position to: Teacher  
Days from: 184  
Days to: 180  
Salary from: \$17,228  
Salary to: \$27,564

b. Matusoff, Emma

Position from: Casual Substitute  
Position to: Assistant Teacher  
Days from: As Needed  
Days to: 180  
Salary from: \$11.00 per hour  
Salary to: \$11.91 per hour

c. Schoen, Tchanse

Position from: Network Specialist  
Position to: Computer Technician  
Days from: 260  
Days to: 260  
Salary from: \$42,000  
Salary to: \$35,000

d. Stieg, Infinitie

Position from: Substitute Teacher  
Position to: Assistant Teacher  
Days from: As Needed  
Days to: One Year  
Salary from: \$11.00 per hour  
Salary to: \$11.91 per hour

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

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

**Resolution No. 18 - 377 Revision to Personnel Manual - Sick Leave**

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the revision to Personnel Manual - Sick Leave Policy as listed in Appendix " B ", which is attached and becomes part of the official minutes.

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 - 378 JFS Funded - Initial Appointment**

a. Malone, Kelly

Position: Community School Liaison  
Contract: One Year  
Salary: \$34,000

b. Robertson, Kimberly

Position: Community School Liaison  
Contract: As Needed  
Salary: \$17.00 per hour

**EMPLOYMENT OF NON-CERTIFICATED PERSONNEL AS SUBSTITUTES**

Hunt, Cheryl  
Randle, Allison  
Wilson, Kari

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.

**Resolution No. 18 - 379 Supplemental Contracts**

Albin, Anita	\$400	TIP Stipend
Arthur, Emma	\$400	TIP Stipend
Camden, Taylor	\$400	TIP Stipend
Dobrozi-Ferguson, Ashley	\$1,750	TIP Stipend
Godbold, Nancy	\$800	TIP Stipend
Pingleton, Angela	\$400	TIP Stipend
Ruffin, Serena	\$400	TIP Stipend
Seik, Remi	\$800	TIP Stipend
Vickers, Pam	\$1,200	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 Prichard Nays: None Abstain: Keels, President declared motion carried.

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

**Resolution No. 18 - 380 General Business Consent Vote Items # 1 - 19**

1. Lakota Local Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Agreement with Lakota Local Schools for Innovation Specialist - Anne Morrow effective 11/1/18 through 6/30/19 in the amount of \$300 per day up to 100 days as listed in Appendix “C” which is attached and becomes part of the official minutes.

2. Hamilton City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Hamilton City School District for Additional 1 day a week of Occupational Therapy effective 10/1/18 through 6/30/19 in the amount of \$16,368 as listed in Appendix “D” which is attached and becomes part of the official minutes.

3. Hamilton City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Hamilton City School District for Occupational Therapy (Linden) effective

10/23/18 through 6/30/19 in the amount of \$66.00 per hour not to exceed \$29,040 as listed in Appendix “E” which is attached and becomes part of the official minutes.

4. Hamilton City School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Hamilton City School District for Individual Student Nursing Services effective 9/4/18 through 6/30/19 in the amount of \$42.00 an hour as listed in Appendix “F” which is attached and becomes part of the official minutes.

5. St. John The Baptist School and Parish - Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with St. John The Baptist School and Parish for Information Technology Support Services effective 8/27/18 through 8/27/19 in the amount of \$33,248.00 as listed in appendix “G” which is attached and becomes part of the official minutes.

6. Edgewood City School District - Resolution for Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Resolution for Services with Edgewood City Schools for 2018-2019 Summary of Services effective 7/1/18 through 6/30/19 in the amount of \$151,220.00 as listed in Appendix “H” which is attached and becomes part of the official minutes.

7. Teresa Spath - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Services Agreement with Teresa Spath to provide cleaning services effective 10/29/18 through 6/30/19 in the amount of \$20.00 per hour as listed in Appendix “I” which is attached and becomes part of the official minutes.

8. Talawanda School District - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Talawanda School District for Physical Therapy Services effective 9/24/18 through 6/30/19 in the amount of \$68.00 per hour not to exceed \$1,360.00 as listed in Appendix “J” which is attached and becomes part of the official minutes.

9. Butler County Mental Health and Recovery Services Board- Memorandum of Understanding for MRSS

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Memorandum of Understanding with the Butler County Mental Health and Recovery Board for Mobile Response and Stabilization Services effective 7/1/18 through 9/30/19 in an amount not to exceed \$305,515.00 as listed in Appendix “K”, which is attached and becomes part of the official minutes.

10. Mary Ronan - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Mary Ronan as a curriculum consultant for Women Rise Series effective 8/1/18 through 6/30/19 in the amount of \$2,000 as listed in Appendix "L" which is attached and becomes part of the official minutes.

11. Ross Local Schools- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Ross Local Schools for Professional Development and Resident Educator Coordination effective 9/17/18 through 5/31/19 in the amount of \$7,250 as listed in Appendix "M" which is attached and becomes an official part of the minutes.

12. 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 10/18/18 through 10/18/2018 in the amount of \$1,050 as listed in Appendix "N" which is attached and becomes an official part of the minutes.

13. Millennium Business Solutions - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Millennium Business Solutions for Copiers effective 12/1/18 through 11/30/23 in the amount of \$.005 per black and white copy and \$.0425 per color copy as listed in Appendix "O" which is attached and becomes an official part of the minutes.

14. U.S. Bank - Copier Lease Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Lease Agreement with U.S. Bank for Copiers effective 12/1/18 through 11/30/23 in the amount of \$3,532.24 per month as listed in Appendix "P" which is attached and becomes an official part of the minutes.

15. Michelle Miranda - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Michelle Miranda for Innovation Specialist at Lakota Local Schools effective 11/1/18 through 6/30/19 in the amount of \$300 per day not to exceed \$30,000 (100 days) as listed in Appendix "Q" which is attached and becomes part of the official minutes.



16. Anne Morrow - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Anne Morrow for Innovation Specialist at Lakota Local Schools effective 11/1/18 through 6/30/19 in the amount of \$300 per day not to exceed \$30,000 (100 days) as listed in Appendix “R” which is attached and becomes part of the official minutes.

17. Butler County Early Head Start - Application for Early Head Start Expansion for center based birth to three services.

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Butler County Early Head Start - Application for Early Head Start Expansion for center based birth to three services as listed in Appendix “S” which is attached and becomes part of the official minutes.

18. Lakota Local Schools - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Agreement with Lakota Local Schools for Innovation Specialist - Michelle Miranda effective 11/1/18 through 6/30/19 in the amount of \$300 per day up to 100 days as listed in Appendix “T” which is attached and becomes part of the official minutes.

19. Fusion Talent - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Agreement with Fusion Talent effective 11/7/18 in the amount of \$5,200 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 - #19 .

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 - 381 JFS Contracts**

1. Stephen Smith-Contract Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services for a Speaker Honorarium for Stephen Smith for the 3 hour training on Social Media: Your child’s Digital Tattoo on December 5, 2018 in the amount not to exceed \$350.00 as listed in Appendix “V” which is attached and becomes part of the official minutes.

2. Northrop Grumman Systems Corp. Grant - Butler County Success

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the grant from Northrop Grumman Systems Corporation in the amount of \$1,500 to support the Butler County Success Program.

### 3. Preble County Job and Family Services Memorandum of Understanding

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Preble County Job and Family Services memorandum of understanding with Preble County JFS to increase the funding for the Success Program to \$70,000 as listed in Appendix "W" which is attached and becomes an official part of the 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 Prichard Nays: None Abstain: Keels, President declared motion carried.

### **Resolution No. 18 - 382 Professional Leave - Out of State**

- a) Amanda Myers and Pam Vickers, attendance at the ERSEA Institute held on December 3-5, 2018 in Charleston, South Carolina at an estimated expense of \$1000 each.
- b) Nancy Baker, attendance at the NHSA Promoting Parent and Family Engagement Conference held on December 17-21, 2018 in Orlando, Florida.
- c) Kym Cappel and Jennifer Mader, attendance at the Child Nutrition Conference held on April 22-25, 2019 in Chicago, Illinois at an estimated expense of \$1300 each.

BE IT RESOLVED, The Superintendent recommends the Governing Board approve Professional Leave - Out of State 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.

### **Items for Information**

#### 1. Homeschooling Students

Seventeen (17) more homeschooling students were added to our list making a total of four hundred eighty four (484) for the 2018-2019 school year.

#### 2. Early Head Start/Head Start Attendance/Enrollment Report & Monitoring Report – Appendix "X"

#### 3. FMLA

Albin, Anita  
Green, Christine  
Lunsford, Julie  
Webb, Mindy

#### 4. Professional Leave - In State

- a) Suzanne Prescott, Therese Hunt, Sheri Davis, Amy Beissel, Rachel Shepard and Shelly Wallpe, attendance at the OHSAI December Meeting held on December 12-13, 2018 in Columbus, Ohio at an estimated expense of \$800 each.
- b) Charla Henderson (FCFC), attendance at the Desktop Fundamentals held on November 5-6, 2018 in Columbus, Ohio at an estimated expense of \$1600.
- c) Chris Brown, Tawana Keels and Ken Ulm attendance at the OSBA Capital Conference and Trade Show on November 11-13, 2018 in Columbus, Ohio at an estimated expense of \$800.00 each.
- d) Diann Blizniak, attendance at the OAGC Coordinator Division conference held on December 7, 2018 in Columbus, Ohio at an estimated expense of \$250.
- e) Kristin Pfirman, Robyne Robinson, Marissa Armendariz and Megan Boggs, attendance at the Treating Complex Trauma and Grief Training held on November 27, 2018 in Columbus, Ohio at an estimated expense of \$140 each.
- f) Megan Boggs, attendance at the HFA Core Training Home Visitors held on January 28-31, 2019 in Athens, Ohio at an estimated expense of \$800.

5. Community Needs Assessment - Appendix "Y "

6. Brigance & ASQ Data - Appendix "Z "

7. Board Policy - First Reading of Board Policy as attached in Appendix "AA "

#### **BOARD MEMBER COMMENTS**

Ms. Keels shared that she went to OSBA and it was excellent. She went to wonderful sessions and recommends the board and leadership continue to attend in the future.

#### **Resolution No 18 -383 ADJOURNMENT at 8:42 a.m.**

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