BUTLER COUNTY EDUCATIONAL SERVICE CENTER
GOVERNING BOARD

Our Mission is to provide exemplary services to improve learning so that children can lead successful lives.

Regular Meeting
September 27, 2017
9:00 a.m.

AGENDA

I. CALL TO ORDER - ROLL CALL

_____ Garver  _____ Leap  _____ Pritchard M.  _____ Schechter  _____ Pritchard G.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION OF GUESTS/PUBLIC PARTICIPATION

IV. PROGRAM FOCUS PRESENTATION -

a. Suzanne Prescott, Governing Board training responsibilities for Head Start.
   b. Update on business advisory.

V. 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 August 23, 2017.

_____ Garver  _____ Leap  _____ Pritchard M.  _____ Schechter  _____ Pritchard G.  President declares motion

VI. TREASURER’S REPORT REVIEW/REVISION

VII. TREASURER’S REPORT
Items for Action

A. Monthly Financial Reports – Pages 16-18
B. Financial Detail Report – Pages 19-24
C. Investment Report – Page 25
D. Early Head Start/Head Start Financial Expenditure Reports – Pages 26-28
E. Bank Reconciliation – Pages 29-32


F. Master Card Expenditures

BE IT RESOLVED, the Treasurer recommends the Governing Board approve the Master Card expenditures for the month of August, 2017 as listed in Appendix “A” which is attached and becomes an official part of the minutes.

The Treasurer recommends the Governing Board approve Items A – F as listed.

Garver  Leap  Pritchard M.  Schechter  Pritchard G.  President declares motion

VIII. SUPERINTENDENT’S REPORT

A. Strategic Planning Update and Next Steps
B. Personnel

Items for Action

1. Resignations

CERTIFIED

a. Beahr, Katie Jo

Position: Occupational Therapist
Effective: 8/30/2017

NON-CERTIFIED

b. Cassidy, Kayla

Position: Early Head Start Home Visitor
Effective: 9/4/2017

c. Isreal, Shaurita

Position: Community Wraparound Program Assistant
Effective: 9/22/2017
d. Porto, Jordan

Position: Instructional Assistant
Effective: 9/14/2017

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

Garver Leap Pritchard M. Schecter Pritchard G. President declares motion

2. Initial Appointments

CERTIFIED

a. Adkins, Ashton

Position: Occupational Therapist
Contract: As Needed
Salary: $37.50 per hour

b. Casey, Megan

Position: Occupational Therapist
Contract: One Year
Salary: $32,767

c. Galindo, Tracy

Position: Preschool Intervention Specialist
Contract: One Year
Salary: $39,599

d. Gibson, Frances

Position: Occupational Therapist
Contract: One Year
Salary: $63,635

c. Lolli, Michael

Position: Early Childhood Principal
Contract: As Needed
Salary: $375 per day

f. Schuckman, Melanie

Position: Speech Language Pathologist
Contract: One Year
Salary: $55,936

3
g. Alicea, Zorimar
   Position: Family Support Specialist
   Contract: One Year
   Salary: $28,459

h. Babb, Sherry
   Position: Help Me Grow Service Coordinator
   Contract: One Year
   Salary: $39,375

i. Baker, Dana
   Position: Instructional Assistant
   Contract: One Year
   Salary: $19,454

j. Beverly, Amy
   Position: Pause Program Coordinator
   Contract: As Needed
   Salary: 16.00 per hour

k. Beissel, Amy
   Position: Data & Monitoring Coordinator
   Contract: One Year
   Salary: $50,700

l. Demitry, Mariana
   Position: Assistant Teacher
   Contract: One Year
   Salary: $12.88 per hour

m. George, Kayla
   Position: Instructional Assistant
   Contract: As Needed
   Salary: $11.61 per hour

n. Neal, Angela
   Position: Coordinator of District Information
   Contract: Two Year
   Salary: $50,000
### o. Neal, Kassidy

**Position:** Custodian  
**Contract:** As Needed  
**Salary:** $11.00 per hour

### p. Neal, Larry

**Position:** Custodian  
**Contract:** One Year  
**Salary:** $24,960

### q. Reyes, Rut

**Position:** Instructional Assistant  
**Contract:** One Year  
**Salary:** $16,718

### r. Richards, Kayla

**Position:** Early Head Start Home Visitor  
**Contract:** One Year  
**Salary:** $37,596

### s. Sackenheim, Pamela

**Position:** Instructional Assistant  
**Contract:** One Year  
**Salary:** $17,453

### t. Walters, Gina

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

### u. Williams, Taylor

**Position:** Community Wraparound Peer Partner  
**Contract:** As Needed  
**Salary:** $15.00 per hour

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

| Haynes, June | Lamgaday, Susma | Montgomery, Eric |

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

Garver  
Leop  
Pritchard M.  
Schechter  
Pritchard G.  
President declares motion
3. Supplemental Contracts

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

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4. Salary Increase

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

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5. Contract Adjustments

a. Boykin, Starlina

| Position from: Instructional Assistant |
|----------------|--------------------------------------|
| Position to:  Assistant Teacher       |
| Days from:   180                        |
| Days to:     180                         |
| Salary from: $17,381                    |
| Salary to:  $12.07 per hr               |

b. Huff, Cassie

| Position: Audiologist                  |
| Days from: 147                         |
| Days to:     184                        |
| Salary from: $42,924                   |
| Salary to:   $53,728                    |

c. Larsen, Susanne

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<td>Position to:  Instructional Assistant</td>
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<td>Days from:   180</td>
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<tr>
<td>Days to:     180</td>
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<td>Salary from: $14.14 per hr</td>
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<td>Salary to:   $20,362</td>
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d. Luna, Geraldine
   Position: Help Me Grow Service Coordinator
   Days from: 260
   Days to: As Needed
   Salary from: $36,337
   Salary to: $18.63 per hour

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

Garver  Leap  Pritchard M.  Schechter  Pritchard G.  President declares motion

5. Release From Employment

a. Dailey, Ebony
   Position: Assistant Teacher
   Effective: 9/20/2017

BE IT RESOLVED, the Superintendent recommends the Governing Board release the listed employee from employment due to an unsuccessful probationary period.

Garver  Leap  Pritchard M.  Schechter  Pritchard G.  President declares motion

6. Leave of Absence

   Barr, Pamela
   Danino, Rachel
   Morris, Lacy

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

Garver  Leap  Pritchard M.  Schechter  Pritchard G.  President declares motion

7. Policy Affirmation

BE IT RESOLVED, the Superintendent recommends the Governing Board affirm Policy 2413- Career Advising as listed in Appendix “B” which is attached and becomes an official part of the minutes.

Garver  Leap  Pritchard M.  Schechter  Pritchard G.  President declares motion

IX. SUPERINTENDENT’S REPORT – AGENDA REVIEW/REVISION

C. General Business

   Items for Action

1. NextStep Networking - ESC Technology Strategist Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement with Nextstep Networking for ESC Technology Strategist effective 8/1/17 - 7/31/22 in the amount of $360,000.00 as listed in Appendix “C” which is attached and becomes part of the official minutes.
2. NextStep Networking - Monthly Streamline IT

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Monthly Streamline IT Agreement with Nextstep Networking for Connectwise effective 10/1/17 - 9/30/18 in the amount of $4,200.00 as listed in Appendix “D” which is attached and becomes part of the official minutes.

3. NextStep Networking - Liberty Server Monitoring and Remediation

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement with Nextstep Networking for Liberty Server Monitoring and Remediation effective 9/1/17 - 8/31/18 in the amount of $490.00 monthly as listed in Appendix “E” which is attached and becomes part of the official minutes.

4. NextStep Networking - JDC GAFE Administration

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement with Nextstep Networking for JDC GAFE Administration effective 8/1/17 - 7/31/18 in the amount of $12,000.00 as listed in Appendix “F” which is attached and becomes part of the official minutes.

5. NextStep Networking - New Miami Local Schools Management and Support

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement with Nextstep Networking for New Miami Local Schools Management and Support effective 8/1/17 - 7/31/18 in the amount of $21,600.00 as listed in Appendix “G” which is attached and becomes part of the official minutes.

6. Warren County ESC - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Warren County ESC for Speech-Language Pathology Service Coverage for Springboro Intermediate effective 8/24/17 - 10/26/17 in the amount of $61.00 per hour not to exceed $11,224 as listed in Appendix “H” which is attached and becomes part of the official minutes.

7. Mother Brunner Catholic School - Information Technology Support Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Mother Brunner Catholic School for Information Technology Support Services effective 7/1/17 - 6/30/18 in the amount of $38,220 as listed in Appendix “I” which is attached and becomes part of the official minutes.

8. Butler Tech - Contractual Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Agreement with Butler Tech for Drone Training effective 9/1/17 to 7/31/18 in the amount of $4,243.59 as listed in Appendix “J” which is attached and becomes part of the official minutes.

9. Butler Tech - Contractual Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Agreement with Butler Tech for Welding Training effective 9/1/17 to 7/31/18 in the amount of $2,937.87 as listed in Appendix “K” which is attached and becomes part of the official minutes.
10. Twin Valley South School District - Success Program Services Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Success Program Services Agreement for Twin Valley South School District effective August 1, 2017 to July 31, 2018 in the amount of $20,000 as listed in Appendix “L” which is attached and becomes an official part of the minutes.

11. National Trail School District - Success Program Services Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Success Program Services Agreement for National Trail School District effective August 1, 2017 to July 31, 2018 in the amount of $20,000 as listed in Appendix “M” which is attached and becomes an official part of the minutes.

12. Tri-County North Local School District - Success Program Services Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Success Program Services Agreement for Tri County Local School District effective August 1, 2017 to July 31, 2018 in the amount of $20,000 as listed in Appendix “N” which is attached and becomes an official part of the minutes.

13. Lakota Local School District - Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement for Lakota Local School District effective July 1, 2017 to June 30, 2018 in the amount of $915,221.70 as listed in Appendix “O” which is attached and becomes an official part of the minutes.

14. Approval of Plan of Operations for Policy Council

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Plan of Operations for Policy Council as listed in Appendix “P” which is attached and becomes an official part of the minutes.

15. Butler County Head Start/Early Head Start and Preble County Head Start Grant Applications

BE IT RESOLVED, the Superintendent recommends the Governing Board authorize the administration to submit the Butler County Head Start/Early Head Start and Preble County Head Start grant applications as listed in Appendix “Q” which is attached and becomes an official part of the minutes.

16. Miami Valley Child Development Centers, Inc. - Contractual Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contractual Service Agreement with Miami Valley Child Development Centers, Inc. for transportation for Preble County Head Start as listed in Appendix “R” which is attached and becomes an official part of the minutes.

17. Mo Buti - Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Mo Buti for services to be delivered on September 15, 2017 in the amount of $3,200 plus travel expenses not to exceed $650 as listed in Appendix “S” which is attached and becomes an official part of the minutes.
18. Self-Assessment and Program Improvement Plan

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Self-Assessment and Program Improvement Plan as listed in Appendix “T” which is attached and becomes an official part of the minutes.

19. Loving Guidance - Contract

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contract with Loving Guidance for presentation with Renee Sutherland, for services to be delivered November 7, 2017 in the amount of $3,170 as listed in Appendix “U” which is attached and becomes an official part of the minutes.

20. St. Peter in Chains Catholic School - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with St. Peter in Chains Catholic School for Instructional Coaching service effective August 1, 2017 to May 31, 2018 in the amount of $1,260.00 as listed in Appendix “V” which is attached and becomes an official part of the minutes.

21. Ross Local School - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Ross Local School District for Interpreter Service effective August 21, 2017 through June 30, 2018 in the amount of $49,686 as listed in Appendix “W” which is attached and becomes part of the official minutes.

22. Natalie Rinehart – Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Natalie Rinehart for district instructional coaching, planning and professional development services effective August 22, 2017 through June 30, 2018 in the amount of $350.00 per day not to exceed 100 days as listed in Appendix “X” which is attached and becomes part of the official minutes.

23. Right Path Enterprises, LLC (Melinda Kelly) – Consultant Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Consultant Agreement with Right Path Enterprises, LLC (Melinda Kelly) for Gifted Services effective August 21, 2017 through June 30, 2018 in the amount of $350.00 per day not to exceed 50 days as listed in Appendix “Y” which is attached and becomes part of the official minutes.

24. Hillsboro City Schools- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Hillsboro City Schools for Instructional Coaching service effective August 1, 2017 to May 31, 2018 in the amount of $43,554 as listed in Appendix “Z” which is attached and becomes an official part of the minutes.
25. Williamsburg Local Schools- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Williamsburg Local Schools for Curriculum service effective August 1, 2017 to March 30, 2018 in the amount of $4,599 as listed in Appendix “AA” which is attached and becomes an official part of the minutes.

26. Fairfield City Schools- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Fairfield City Schools for Professional Development and Instructional Coaching service effective September 1, 2017 to May 31, 2018 in the amount of $23,480 as listed in Appendix “BB” which is attached and becomes an official part of the minutes.

27. Middletown City Schools- Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Service Agreement with Middletown City Schools for Resident Educator PD service delivered on August 2, 2017 in the amount of $945 as listed in Appendix “CC” which is attached and becomes an official part of the minutes.

28. Preble Shawnee Local School - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement with Preble Shawnee Local School District for Psychology Service effective August 1, 2017 through July 31, 2018 in the amount of $63 per hour as listed in Appendix “DD” which is attached and becomes part of the official minutes.

29. The Light Ministries - Agreement for Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with The Light Ministries for employment of Community Health Workers to be delivered between August 21, 2017 - July 27, 2018 in the amount not to exceed $106,680.00 as listed in Appendix “EE” which is attached and becomes part of the official minutes.

30. Community Building Institute - Agreement for Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Community Building Institute for employment of Community Health Workers to be delivered between September 11, 2017 - July 27, 2018 in the amount not to exceed $38,225.00 as listed in Appendix “FF” which is attached and becomes part of the official minutes.

31. Community Health Consortium - Agreement for Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with Community Health Consortium for employment of Community Health Workers to be delivered between September 11, 2017 - July 27, 2018 in the amount not to exceed $87,046.00 as listed in Appendix “GG” which is attached and becomes part of the official minutes.
32. Miami University - Contract of Services

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the contract for Services with Miami University for program evaluation to delivered between September 1, 2017 - June 30, 2018 in the amount not to exceed $10,000 as listed in Appendix “HH” which is attached and becomes part of the official minutes.

33. The OSU Extension Warren County - Agreement for Services (FCFC)

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Agreement for Services with The OSU Extension Warren County for Speaker Honorarium for “Tough Work” to be delivered on October 18, 2017 in the amount not to exceed $149.00 as listed in Appendix “II” which is attached and becomes part of the official minutes.

34. Preble Shawnee Local Schools - Success Program

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Success Contract for Preble Shawnee Local Schools effective 8/1/17 - 7/31/18 in the amount of $20,000.00 as listed in Appendix “JL” which is attached and becomes part of the official minutes.

35. Preble County Job & Family Services - Healthier Buckeye Agreement Amendment

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Amendment for Preble County Job & Family Services for the Healthier Buckeye Agreement resolution #16-313 extended through December 31, 2017, as listed in Appendix “KK” which is attached and becomes part of the official minutes.

36. Marshall High School - Contracted Service Agreement

BE IT RESOLVED, the Superintendent recommends the Governing Board approve the Contracted Service Agreement for Marshall High School for Bilingual Speech-Language Pathology Services effective 10/6/17 - 05/30/18, in the amount of $81.00 per hour as listed in Appendix “LL” which is attached and becomes part of the official minutes.

The Superintendent recommends the Governing Board approve items #1 - 36.

_Gaver__Leap__Fritchard M__Schlechter__Pritchard G__President declares motion____________________

1. Professional Leave - Out of State

   a. Anne Haubner and Kayla Richards, attendance at the Parents as Teachers Foundational Conference held in Richmond, Virginia on September 25-28, 2017 at an estimated cost of $1900.


e. Georgine Bowman and Mary Snellgrove, attendance at the Ohana Institute Global Education Conference held in Rosemary Beach, Florida on November 8-10, 2017, at an estimated cost of $2,000 per person.

f. Dave Clark and Mary Snellgrove attendance at the AESA 2017 Annual Conference held in San Antonio, Texas on November 29 - December 2, 2017, at an estimated cost of $1,600.00 per person.

1. Chris Brown Professional Leave

   a. Attendance at the Ohana Institute Global Education Conference held in Rosemary Beach, Florida on November 8-10, 2017, at an estimated cost of $2,000.

   b. Attendance at the OSBA Capital Conference held in Columbus, Ohio on November 12-13, 2017 at an estimated cost of $600.00.

   c. Attendance at the AESA 2017 Annual Conference held in San Antonio, Texas on November 29 - December 2, 2017, at an estimated cost of $1,600.00.

1. Home Schooling Students

   (346) more home schooling students were added to our list making a total of (446) for the 2017-2018 school year.

2. Early Head Start/Head Start Enrollment – Appendix “MM”

3. Professional Leave - In State

   a. Dave Baker, attendance at the OASSA Fall Principals Conference, held in Columbus, Ohio on October 8-10, 2017 at an estimated cost of $200.00.

   b. Dave Baker, Georgine Bowman, Elizabeth Beadle, Mark Iles, and David Clark, attendance at the UC STEM Conference, held in Cincinnati, Ohio on September 26-27, 2017 at an estimated cost of $80.00 each.

   c. Diann Blizniak, attendance at the OAGC 64th Annual Fall Conference, held in Columbus, Ohio on October 17, 2017 at an estimated cost of $220.00.

   d. Dave Bell, attendance at the CPI Certified Trainer Renewal Training, held in Dayton, Ohio on October 10-13, 2017 at an estimated cost of $1,299.00.

   e. Molley Alford, attendance at the Scanning for Braille, held in Columbus, Ohio on September 6 & 7, 2017 at an estimated cost of $172.80.
f. Mary Chandler, attendance at the AERO Board Meeting, held in Worthington, Ohio on September 14, 2017 at an estimated cost of $101.76.

g. Molley Alford and Mary Chandler, attendance at the AERO Division Day, held in Columbus, Ohio on October 27, 2017 at an estimated cost of $150.00 each.

h. Alan Taylor, attendance at the Playground Inspector Course, held in Columbus, Ohio on September 20-22, 2017 at an estimated cost of $1,000.

i. Kym Cappel and Taylor Zbacnik, attendance at the GFS Food Show held in Columbus, Ohio on August 30, 2017 at an estimated cost of $300.

j. Suzanne Prescott, Shelly Wallpe, Therese Hunt and Amy Beissel, attendance at the OHSAI October Meeting held in Columbus, Ohio on October 4-5, 2017 at an estimated cost of $250.

k. Mary Snellgrove, David Clark, Georgine Bowman, Davis Baker and Mark Iles, attendance at the OETC conference held in Columbus, Ohio on February 14 and 15, 2018 at an estimated cost of $500 per person.

l. Lauren Marsh attendance at the “Helping to Heal the Pain of Addiction” conference held in Akron Ohio on 10/5/17 at an estimated cost of $300.

m. Ken Ulm, Laura Theiss, Georgine Bowman and Elizabeth Beadle attendance at the OSBA Capital Conference held in Columbus, Ohio on November 12-14, 2017 at an estimated cost of $600.00 per person.

n. Laura Theiss attendance at the OASPA Conference and Boot Camp held in Columbus, Ohio on September 14-15 & October 2, 2017 at an estimated cost of $1,000.

4. Updated Notice of Award for Preble County Head Start, Butler County Head Start and Early Head Start, reflecting full fiscal year 2018, as listed in Appendix “NN” which is attached and becomes an official part of the minutes.

5. FMLA
   McBee, Bethany
   Sabo, Kelley
   Vickers, Pamela

6. Supplemental

   Brown, Cara       2 days       training
   Wolpert, John     2 day        Child Abuse Training
   Zbacnik, Taylor   1 day        training

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT

____Garver  ____Leap  ____Pritchard M.  ____Schechter  ____Pritchard G.  President declares motion
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**BUTLERS CO EDUC SHRY CENTER**

**Financial Report by Fund/SCC**

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**Estimated Admin. Cost**

$550,111.31

**Total Cash Received**

$1,232,500.00

**In-Kind Projection**

($4,427.33)

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**Object**

August 2017

**Preble County Headstart**

**Federal Grant 525-9927**

**February 1, 2017 - January 31, 2018**
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<th>Total Direct</th>
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<th>Purchased Services</th>
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<td>$912,720.88</td>
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<td>$912,720.88</td>
<td>$2,542.10</td>
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**Percent Budget Original EClased**

- Grant Turf 587-9027 - Early Head Start
- In Kind Projections (FYTD)
- Total Cashed Received FYTD

**Percent Budget**

- Grant Turf 587-9027 - Early Head Start
- In Kind Projections (FYTD)
- Total Cashed Received FYTD

**Percent TO-DATE**

- Grant Turf 587-9027 - Early Head Start
- In Kind Projections (FYTD)
- Total Cashed Received FYTD

**Description**

- Grant Turf 587-9027 - Early Head Start
- In Kind Projections (FYTD)
- Total Cashed Received FYTD
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<tr>
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<tr>
<td>DEBIT 8/25/17</td>
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<tr>
<td>PAYROLL 8/25/17</td>
<td>(567,134.97)</td>
</tr>
<tr>
<td>Medicare pmt 7/28/17</td>
<td>(10,666.36)</td>
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<td>(10,970.36)</td>
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<td>Medicare pmt 8/25/17</td>
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| ENDING BALANCE 714-80910                                                 | 150,797.56   |
**Butler County Educational Service Center**  
**Bank Reconciliation**  
**Operating Account**  
**August 2017**

**Investments**

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<td><strong>BOOK BALANCE</strong></td>
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**Fifth Third Operating Account**  
**Investments** $950,606.94  
**Outstanding Checks** -$229,105.98  
**Bank Balance** $6,179,381.25

**Adjustments:**
- Service Charge for Fifth Third for August  
  -$278.16  
- Service Charge for EzPay for August  
  -$758.16  
- Intransit EZ Pay 8/31/17 - Will clear bank in September  
  -$285.00  
- Check #113065 cashed for $60.00 should be $50.00  
  -$10.00  
- Check #110271 cashed twice - Will clear books in September  
  -$384.76  
- SERS late fee - Will clear bank in September  
  $200.00  
- Return settlement check #112861 (Lynn Wenstrup) - Will clear books in September  
  -$20.00

**Total:**  
-$1,189.79

**STAR Ohio Investment Account**  
8/1/2017  
$5,193,994.50  
+$283,86  
+$228,714.51  
+$1,140.00  
+$22,237.62  
+$16,848.00  
+$64,913.00  
+$8,028.77  
+$700,000.00  
+$480.00  
+$9,096.00  
+$64,913.01  
+$29,509.00  
+$7,703.28  
+$5,307.67  
**$5,451,170.02**

**Star Ohio Plus**  
$506,336.13  
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**$506,710.27**  
8/31/2017
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| 07 01 17 TRAINING | 90737 | 1 90208 | Partially Paid | 3,955.27 |
| 08 18 17 TRAINING | 90737 | 1 90208 7/31mo | Warrant | 44.73 | 113077 43 |
| 525 2413 412 9927 000000 565 00 000 EMPLOYEE TRAINING- ADMINISTRATIVE | | 44.73 | 3,955.27 |

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| 08 18 17 | 90745 | 1 90208 7/31mo | Warrant | 74.41 | 113077 44 |
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| 525 2413 434 9927 000000 000 00 000 TRAVEL/MEETING EXPENSE | | | |
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| 07 01 17 | 90750 | 1 90208 | Open | 500.00 |
| 08 18 17 CONCIOUS DISCIPLINE | 90469 | 1 90208 7/31mo | Warrant | 2,483.88 | 113077 23 |
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| 525 2413 511 9927 000000 000 00 000 CLASSROOM SUPPLIES | | | |
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| 07 01 17 DURATION CLASSROOM SUPPLIES | 90764 | 1 90208 | Partially Paid | 1,945.06 |
| 08 18 17 DURATION CLASSROOM SUPPLIES | 90764 | 1 90208 7/31mo | Warrant | 54.94 | 113077 45 |
| 525 2413 511 9927 000000 000 00 000 CLASSROOM SUPPLIES | | 54.94 | 2,945.06 |

| 525 2413 512 9927 000000 000 00 000 Office Supplies | | | |
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| 07 01 17 | 90770 | 1 90208 | Open | 1,000.00 |
| 08 18 17 | 90485 | 1 90208 7/31mo | Warrant | 49.00 | 113077 22 |
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| 525 9927 | FREEDLE COUNTY HS 02/01/17-01/31/ FUND TOTALS | 2,706.96 | 15,663.03 |

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**GRAND TOTALS FOR THIS REPORT**

28,091.31 107,142.35
Butler County Educational Service Center
Bylaws & Policies

2413 - CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education’s Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the Educational Service Center, and shall be posted on the County web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The County’s Career Advising Plan shall include:

A. Grade-level examples that link students’ schoolwork to one (1) or more career field.

B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6.

C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These may include:

1. Identifying students who are at risk of dropping out of school using a local, research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff.

2. Developing a Student Success Plan for each at-risk student that addresses the student’s academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.

3. Before developing a Student Success Plan, County staff will invite the student’s parent/guardian/custodian to assist. If that adult does not participate in the plan development, the County will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.

D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobe K-12.
This may also include training on other online tools provided that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.

E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.

F. Information on courses that can award students both traditional academic and career-technical credit.

G. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future.

This may include activities that support the student's academic, career and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack.

H. The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English language arts.

R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

Adopted 6/24/15

© Neola 2015
We have prepared a quote for you

ESC Technology Strategist
Quote # 003963
Version 1

Prepared for:

Butler County ESC
Tony Thornton
thorntont@bcesc.org
### Technology Strategist

<table>
<thead>
<tr>
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<th>Qty</th>
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<td><strong>Consortium Monthly Services</strong></td>
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#### Consortium IT Service Manager

- **Standardized Data & ticketing Platform Planning and Installation.**
  - Hiring / Interview process of future ESC employees
  - "Everyone has a number" accountability
  - Single point-of-contact for ESC customers to contact for IT support
  - Clearly defined reports and data on service metrics per tech / location / customer
  - Coaching of ESC techs (Teddy example)

#### Consortium BCESC vCio Consultant

- supporting JRC JDC strategy
- supporting TinkerTank and MakerSpace strategy
- Support and coordination of ESC programs and departments
- Alignment of Curriculum and IT department messaging, products and growth goals
- Average estimated time per week: 2 days (on-site and remote mixed)
- Creating new BCESC tech offerings and solutions that align with BCESC’s brand
- Alignment with 3rd party IT solution provider partners (Spectrum, SWOCA, ETC)
- Attending mixers and networking events to represent BCESC IT consortium and Curriculum Dept.
- Sales strategy including efforts to build new client partnerships and representing BCESC and NSN solutions
- Setting sales goals and identifying targets
- Presenting/exhibiting at conferences
- BCESC IT consortium department Strategic & tactical plan each year including goals and metrics
**Technology Strategist**

<table>
<thead>
<tr>
<th>Description</th>
<th>Recurring</th>
<th>Qty</th>
<th>Ext (Recurring)</th>
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<td><strong>Current Supported Clients:</strong> BCESC, New Miami, Monroe Local Schools, City of Monroe, Liberty Township, VOA Park District, BCDDD, STAG, Mother Brunner</td>
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</table>

*Additional clients will be considered on an individual basis to increase agreement via a strategist fee. New client additions do not extend the five limit term of this agreement.*

**TERM AND TERMINATION**

This Agreement is effective August 1, 2017 and shall remain in force for a period of 5 year(s).

This Agreement may be terminated by either Party upon ninety (90) days’ written notice if the other Party:

1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days’ of receipt of such written notice.
2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days’ of receipt of such written notice.
3. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

b. If either party terminates this Agreement, NextStep Networking will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay NextStep networking the actual costs of rendering such assistance.

Recurring Subtotal: $6,000.00
## Recurring Expenses Summary

<table>
<thead>
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<tbody>
<tr>
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Recurring Total: $6,000.00

## Payment Options

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## Summary of Selected Payment Options

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<td>Total of One-Time Payments</td>
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Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

ALL QUOTES OVER $2,000.00 SUBJECT TO A 50% DOWN PAYMENT. PRICES ON ALL QUOTES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE NOTED. PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A 30 DAY PARTS AND LABOR WARRANTY BY NEXTSTEP NETWORKING IN ADDITION TO THE MANUFACTURER'S WARRANTY. AFTER 30 DAYS, CUSTOMER IS RESPONSIBLE FOR ALL LABOR CHARGES. - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.
Non-Solicitation. Except with the other party’s prior written consent, each party shall refrain from soliciting for employment or employing, directly or indirectly, any employee or contractor of the other until 12 months have elapsed following termination of this Agreement, or until 12 months have elapsed following termination of the employment of the applicable employee or contractor, whichever occurs first.

__________________________  ______________________
Signature                          Date
NextStep Networking Master Agreement #3963

THIS MASTER SERVICE AGREEMENT IS BETWEEN:

<table>
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<tr>
<th>SERVICE PROVIDER</th>
<th>AND</th>
<th>CLIENT</th>
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<tr>
<td>NextStep Networking</td>
<td></td>
<td>Butler County ESC</td>
</tr>
<tr>
<td>4350 Glendale Milford Rd Suite 170, Cincinnati, Ohio 45242, 513-792-3400 (Main), 513-792-9583 (Fax)</td>
<td></td>
<td>400 North Erie Blvd. Suite A, Hamilton, OH 45011</td>
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This Master Service Agreement (Agreement) is entered into by NextStep Networking and Butler County ESC for services to be performed by NextStep Networking for Butler County ESC. This Agreement may be referred to as Master Agreement #3963 by all attached Statements of Service.

AGREEMENT AND ACCEPTANCE

Butler County ESC

Signature: ____________________________________________ Date: __________________________

Print Name: __________________________________________ Title: __________________________

NextStep Networking

Signature: __________________________________________ Date: 07/13/2017

Print Name: Matthew Worthen Title: Educational IT Consulting
We have prepared a quote for you

**Monthly Streamline IT**

Quote # 003994
Version 2

Prepared for:

**Butler County ESC**

Jim Griebel
griebel@beesc.org
Streamline IT

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Recurring Subtotal: $350.00
**Monthly Streamline IT**

Prepared by: NextStep Networking  
Cindy Roffes  
513-792-3400  
Fax 513-792-9583  
croffes@nextstepnetworking.com.

Prepared for: Butler County ESC  
400 Northeric Blvd, Suite A  
Hamilton, OH 45011  
Jim Griebel  
griebelj@bcesc.org  
(513) 856-2259

**Quote Information:**  
Quote #: 003994  
Version: 2  
Delivery Date: 09/13/2017  
Expiration Date: 10/05/2017

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**Recurring Expenses Summary**

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Recurring Total: $350.00

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**Payment Options**

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**Summary of Selected Payment Options**

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<td>Total of One-Time Payments</td>
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**Quote Terms & Conditions**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

ALL QUOTES OVER $2,000.00 SUBJECT TO A 50% DOWN PAYMENT. PRICES ON ALL QUOTES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE NOTED, PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A 30 DAY PARTS AND LABOR WARRANTY BY NEXTSTEP NETWORKING IN ADDITION TO THE MANUFACTURER’S WARRANTY. AFTER 30 DAYS, CUSTOMER IS RESPONSIBLE FOR ALL LABOR CHARGES. - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM
15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Non-Solicitation. Except with the other party’s prior written consent, each party shall refrain from soliciting for employment or employing, directly or indirectly, any employee or contractor of the other until 12 months have elapsed following termination of this Agreement, or until 12 months have elapsed following termination of the employment of the applicable employee or contractor, whichever occurs first.

Signature

Date

[Signature]

9-13-17
We have prepared a quote for you

Liberty Server Monitoring and Remediation

Quote #004131
Version 1

Prepared for:

Butler County ESC

James Griebel
jgriebel@ocwnc.org
NSmanageIT Agreement

<table>
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<td>- Service Availability Monitoring</td>
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<td>- Unlimited Remote Support of covered Servers and Infrastructure</td>
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Maintenance

- Microsoft Patch Management
- Drive Space Monitoring

Setup and Configuration

- Installation and configuration of servers due to disaster is covered provided client is using approved backup solution

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<td>- Firewall administration as requested</td>
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<tr>
<td>- Switch Administration as required</td>
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</table>

NextStep Networking offers a complete IT outsourcing (NSmanageIT) solution designed to dramatically reduce or eliminate computer problems in your business while maximizing your network's speed, performance, and stability, without the expense of a full-time IT staff. NSmanageIT Agreements provide comprehensive, affordable coverage with the tools necessary to keep your hardware working smoothly and function properly, allowing you to maintain your commitment to your business, not the equipment that enables it.

NextStep Networking agrees to provide, or cause to be provided, to the Client maintenance service during the service period specified to keep the covered component(s) in, or restore, covered component(s) to, good working order. Maintenance service will be provided by remote service when necessary. Priority response during normal business hours will be within four hours of service request.

NextStep Networking’s support plan covers all of the following services. Services not covered by selected plan will be billed at the preferred discounted rate.
NSmanageIT Agreement

General Services Monitoring Services will monitor a number of key network elements on the Client's network. These critical elements will be monitored 24 hours per day, 7 days per week (24x7) and the results transmitted securely to the NextStep Networking Network Operations Center (NOC).

Does Not Include

- Services rendered under this Agreement does not include: Projects. All projects will be quoted and the labor required is billable.
- Installation and configuration of new or upgraded servers is not covered.
- Replacement cost for any hardware or software.
- Repairs or modifications caused by other service providers.
- Repairs necessary due to natural disaster, rain, fire, flood, smoke, or other form of physical damage.
- Repairs necessary as a result of sabotage or terrorism.
- Installations of new or replacement workstations/thin clients/laptops.
- Existing systems being re-deployed require advanced installation (Advance installation includes reloading operating systems, installing additional LOB applications, as well as setting up old system for redeployment).

Labor required to address the above items will be billed at the preferred discounted hourly rate. New equipment may be added to this agreement and included upon the approval of NextStep Networking. Contract price will be adjusted accordingly and the new rate will become effective as of the next billing cycle.

TERM AND TERMINATION

1. Term. This Agreement is effective September 1, 2017, and shall remain in force for a period of 1 year ("Initial Term"). This Agreement automatically renews for a subsequent one year term beginning on the day immediately following the end of the Initial Term unless either party gives the other sixty days' prior written notice of its intent not to renew this Agreement.

a. This Agreement may be terminated by either Party upon ninety (90) days' written notice if the other Party:

i. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days' of receipt of such written notice.
ii. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days' of receipt of such written notice.
iii. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

b. If either party terminates this Agreement, NextStep Networking will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay NextStep Networking the actual costs of rendering such assistance.

c. The term and termination provision of this Section shall apply to any Managed Service Agreement unless otherwise provided within the applicable Managed Service Agreement.

Recurring Subtotal: $490.00
Liberty Server Monitoring and Remediation

Prepared by: NextStep Networking
Cindy Roffes
513-792-3400
Fax 513-792-9583
crolfes@nextstepnetworking.com

Prepared for: Butler County ESC
400 North Erie Blvd, Suite A
Hamilton, OH 45011
James Griebel
griebelh@bcesc.org
(513) 887-5529

Quick Information:
Quote #: 004131
Version: 1.
Delivery Date: 09/21/2017
Expiration Date: 10/19/2017

Recurring Expenses Summary

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<tbody>
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<td>NSmanageIT Agreement</td>
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Recurring Total: $490.00

Payment Options

<table>
<thead>
<tr>
<th>Description</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td></td>
<td>Recurring Payments</td>
<td>Monthly - 1 Year</td>
</tr>
</tbody>
</table>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

ALL QUOTES OVER $2,000.00 SUBJECT TO A 50% DOWN PAYMENT. PRICES ON ALL QUOTES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE NOTED. PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A 30 DAY PARTS AND LABOR WARRANTY BY NEXTSTEP NETWORKING IN ADDITION TO THE MANUFACTURER'S WARRANTY. AFTER 30 DAYS, CUSTOMER IS RESPONSIBLE FOR ALL LABOR CHARGES. - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RE-STOCKING FEE WITH ORIGINAL PACKAGING.

Non-Solicitation. Except with the other party's prior written consent, each party shall refrain from soliciting for employment or employing, directly or indirectly, any employee or contractor of the other until 12 months have elapsed following termination of this agreement, or until 12 months have elapsed following termination of the employment of the applicable employee or contractor, whichever occurs first.

Signature: [Signature]
Date: 9-21-17

Quote #004131 v1
We have prepared a quote for you

JDC GAFE Administration
Quote # 003382
Version 1

Prepared for:

Butler County ESC
James Griebel
griebelh@bcesc.org
GAFE Agreement

<table>
<thead>
<tr>
<th>Description</th>
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<th>Excl. Recurring</th>
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<tbody>
<tr>
<td>GAFE Administration</td>
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<td>1</td>
<td>$1,000.00</td>
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<tr>
<td>Google Apps Domain Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adds/Moves/Changes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Device provisioning</td>
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<tr>
<td>Policy creation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Data retention and control</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TERM AND TERMINATION** Term. This Agreement is effective August 1, 2017 thru July 31, 2018.

a. This Agreement may be terminated by either Party upon ninety (90) days’ written notice if the other Party:

1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice and is agreed upon by Butler County Educational Service Center and NextStep Networking.

2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.

3. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

b. If either party terminates this Agreement, NextStep Networking will assist Butler County Educational Service Center in the orderly termination of services, including timely transfer of the services to another designated provider. Butler County Educational Service Center agrees to pay NextStep Networking the actual costs of rendering such assistance.

Recurring Subtotal: $1,000.00
JDC.GAFE Administration

Prepared by:  
NextStep Networking  
Cindy Rolfe  
513-792-3400  
Fax 513-792-9583  
crolfe@nextstepnetworking.com

Prepared for:  
Butler County ESC  
400 North Erie Blvd, Suite A  
Hamilton, OH 45011  
James Griebel  
griebel@bcesc.org  
(513) 887-5529

Quote Information:  
Quote #: 003928  
Version: 1  
Delivery Date: 09/21/2017  
Expiration Date: 08/05/2017

Recurring Expenses Summary

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<tbody>
<tr>
<td>GAFE Agreement</td>
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Recurring Total: $1,000.00

Payment Options

<table>
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<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>One Year Recurring Payments Monthly - 1 Year</td>
<td>12</td>
<td>$1,000.00</td>
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Summary of Selected Payment Options

<table>
<thead>
<tr>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Selected Recurring Payment</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Total of Recurring Payments</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Total of One-Time Payments</td>
<td>$.00</td>
</tr>
</tbody>
</table>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

ALL QUOTES OVER $2,000.00 SUBJECT TO A 50% DOWN PAYMENT.

PRICES ON ALL QUOTES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE NOTED. PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A 30 DAY PARTS AND LABOR WARRANTY BY NEXTSTEP NETWORKING IN ADDITION TO THE MANUFACTURER'S WARRANTY. AFTER 30 DAYS, CUSTOMER IS RESPONSIBLE FOR ALL LABOR CHARGES. WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE.
DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Non-Solicitation. Except with the other party’s prior written consent, each party shall refrain from soliciting for employment or employing, directly or indirectly, any employee or contractor of the other until 12 months have elapsed following termination of this Agreement, or until 12 months have elapsed following termination of the employment of the applicable employee or contractor, whichever occurs first.

[Signature]

Date

9-31-17
We have prepared a quote for you

**New Miami Local Schools Management and Support**

*Quote # 004129*
*Version: 1*

Prepared for:

**Butler County ESC**

James Griebel
griebelh@hcass.org
### Monitoring & Management

<table>
<thead>
<tr>
<th>Description</th>
<th>Recurring</th>
<th>Qty</th>
<th>Est. Recurring</th>
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</thead>
<tbody>
<tr>
<td>Monthly Server Monitoring, Management and Remote Remediation</td>
<td>$200.00</td>
<td>4</td>
<td>$800.00</td>
</tr>
<tr>
<td>Provide Server Monitoring, Management and remote remediation of server issues. Onsite labor is not included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly GAFF Administration</td>
<td>$1,000.00</td>
<td>1</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

NextStep Networking (NSN) offers a complete IT solution (NSmanageIT) designed to supplement your existing support team and provide the right technology resource when needed. NSN agrees to provide, or cause to be provided, to the Client the services listed above. NSN will also provide network monitoring and remote remediation services for the client's servers and networking equipment. NSN will install monitoring tools and remedy any over night alerts typically between (5:30 AM – 8:00 AM), providing high availability and up time. Additional servers added to this agreement may increase the amount of monthly support to cover the license for tools as well as before hours monitoring and remediation.
Monitoring & Management

<table>
<thead>
<tr>
<th>Description</th>
<th>Recurring</th>
<th>Qty</th>
<th>Ext, Recurring</th>
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</thead>
<tbody>
<tr>
<td><strong>Does Not Include</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service rendered under this Agreement does not include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Projects. All projects will be quoted separately and the labor required is billable. Any work done within the hours that has not been quoted separately is included in the agreement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Installation and configuration of new or upgraded servers is not covered, unless performed during the hours of onsite time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Replacement cost for any hardware or software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Repairs or modifications caused by other service providers, unless performed during the hours of onsite time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Repairs necessary due to natural disaster, fire, flood, smoke, or other form of physical damage, unless performed during the hours of onsite time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Repairs necessary as a result of sabotage or terrorism, unless performed during the hours of onsite time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Installations of new or replacement workstations/thin clients/laptops, unless performed during the hours of onsite time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor required to address the above items will be billed at the preferred discounted hourly rate of $125.00 per hour</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TERM AND TERMINATION** Term. This Agreement is effective August 1, 2017, and shall remain in force for a period of 1 year(s). The Service Agreement automatically renews for a subsequent one year term beginning on the day immediately following the end of the Initial Term unless either party gives the other sixty days' prior written notice of its intent not to renew this Agreement. a. This Agreement may be terminated by either Party upon ninety (90) days' written notice if the other Party:

1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
3. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.
4. If either party terminates this Agreement, NextStep Networking will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay NextStep networking the actual costs of rendering such assistance.

**BILLING**

Butler County ESC will be invoiced on the 1st of the month preceding services. An invoice will be produced upon signature of this agreement for services rendered in August.
New Miami Local Schools Management and Support

Prepared by:
NextStep Networking
Cindy Rolfe
513-792-3400
Fax 513-792-9583
crolfe@nextstepnetworking.com

Prepared for:
Butler County ESC
400 North Erie Blvd, Suite A
Hamilton, OH, 45011
James Griebel
jgriebel@bcesc.org
(513) 887-5529

Quote Information:
Quote #: 004129
Version: 1
Delivery Date: 09/21/2017
Expiration Date: 09/29/2017

Recurring Expenses Summary

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<th>Description</th>
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</thead>
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<tr>
<td>Monitoring &amp; Management</td>
<td>$1,800.00</td>
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</table>

Recurring Total: $1,800.00

Payment Options

<table>
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<th>Description</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Plan</td>
<td></td>
<td>Recurring Payments</td>
<td>Monthly - 1 Year</td>
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</tbody>
</table>

Summary of Selected Payment Options

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Plan: One Year</td>
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</tr>
<tr>
<td>Selected Recurring Payment</td>
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<tr>
<td>Total of Recurring Payments</td>
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<tr>
<td>Total of One-Time Payments</td>
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Non-Solicitation. Except with the other party's prior written consent, each party shall refrain from soliciting for employment or employing, directly or indirectly, any employee or contractor of the other until 12 months have elapsed following termination of this Agreement, or until 12 months have elapsed following termination of the employment of the applicable employee or contractor, whichever occurs first.

[Signature]

9-21-17

[Date]
Resolution No. __________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement

Warren County Educational Service Center—Speech-Language Pathology Service Coverage for Springboro Intermediate

The Butler County Educational Service Center agrees to provide Speech-Language Pathology Service Coverage, as outlined in this contract, to Warren County Educational Service Center. Dianne Clemens will coordinate with Lauri Ollier at Warren County Educational Service Center for assignment of services.

The term of this agreement is for services to be delivered on the approximate dates of August 24 through October 26, 2017 at the hourly rate of $61.00 per hour, not to exceed $11,224.00 (23 days).

The Butler County Educational Service Center will invoice Warren County Educational Service Center after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for SLP coverage, the district will be billed in the amount of $61.00 per hour with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Warren County Educational Service Center and the duly authorized representatives of the Butler County Educational Service Center on August 23, 2017.

[Signature]
Warren County Educational Service Center

8/23/17
Date

Mr. Graham Pritchard, President
Butler County ESC

[Signature]
Date

Ken Ulm, Treasurer
Butler County ESC

[Signature]
Date
Butler County Educational Service Center
PROPOSAL FOR
INFORMATION TECHNOLOGY SUPPORT SERVICES

1. INTRODUCTION

The Butler County Educational Service Center (BCESC) is offering a proposal for qualified, professional Information Technology Support Services to Mother Brunner Catholic School.

Advantages of this offering of services include, but are not limited to:
- Quick resolution of technology requests
- Broader range of professional/skilled services
- Increased efficiency and productivity
- Proactive approach for providing IT support and services

2. SERVICES

This section summarizes the services to be provided to MOTHER BRUNNER CATHOLIC SCHOOL in increments of 12 hours per week (three half days a week) at the designated worksite. We will also remotely monitor/update/patch one host and three virtual servers at a rate of $100 each per month. It is understood that during the initial assessment phase, additional hours may be required. The maintenance and support program is designed under two major categories. These categories are PREVENTIVE MAINTENANCE and AS NEEDED MAINTENANCE, to accommodate departmental computer system activities and user equipment performance.

Additional 8 hours scheduled onsite monthly by one of our Systems Engineers. This is to provide higher level technology support guidance and direction to Mother Brunner Catholic School.

A. Initial Assessment

Review of the inventory, assessment of the system architecture and equipment for efficiency, life expectancy, capacity, speed, and current processes, and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. This assessment will also include the deployment of management and monitoring software, setup new security, check all VPN’s and firewalls and backup configuration files. We will also visit all sites and install needed software and configurations.
B. Desktop Application Support
Performance of basic support functions, including the installation of PC’s, laptops, printers, peripherals, and office software; diagnosis and correction of desktop application problems, configuring of PC’s and laptops for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed.

C. Workstation Administration Services
Management of computer systems and associated hardware, software, communications, and operating systems.

Managing existing vendors in relation to supporting software programs and hardware.

Configuration management, including changes, upgrades, patches, etc. is maintained; management of user logins and password security is documented; and support of software products relating to servers and workstations.

D. Email, Security and Backup Efforts
Maintenance of email accounts, adding, changing, and/or deleting employee accounts as requested; maintenance of virus detection programs on the servers and user computers and laptops.

E. Planning
Recommendations for future purchasing and technology needs, when requested or as necessary.

Installation of new equipment, software, and transfer existing data when required and as needed.

F. Equipment:
BCESC Technology Consortium services will support all inventory of hardware, software, and telephony for Client. BCESC will service this equipment and any replacement/upgrades of specified equipment during the contract period. This is a labor only contract. All parts will be purchased by the client as deemed necessary.
- BCESC will support future hardware and software purchases under the current contract terms and amounts as long as the increased inventory does not exceed 110% (approx.) of the equipment inventory in this contract. If future inventory exceeds 110% (approx.) of current inventory, BCESC reserves the right to adjust the contract terms.

- In no event will BCESC be liable for any indirect, special or consequential damages. Such direct damages shall include, but not limited to, loss, theft, or destruction. Such indirect, special, or consequential damages shall include, but not be limited to, loss of profits, loss of use of associated equipment, or investment cost of substitute facilities. BCESC preventive and remedial service responsibilities will not include the following: failures caused by neglect, misuse, abuse, incorrect operation of the equipment, unsuitable environment, or failures arising from Acts of God (i.e. fire, flood, etc.).

G. Termination for Convenience:
Either party may terminate this contract at any time for any reason by giving at least ninety (90) days notice in writing. If the contract is terminated by either party as provided herein, the BCESC will be paid a fair payment as negotiated with both parties for the work completed as of the date of termination.

3. Billing and Payment

- This contract addresses Primary Services for $38,220 annually to be billed on a quarterly basis. The contract will begin July 1st, 2017 and run through June 30th, 2018. Invoices shall be paid within 30 days.

[Signature]
Mother Brunner Catholic School Representative

Date: May 22, 17

[Signature]
Treasurer, BCESC
Resolution No. ________________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

CONTRACTUAL AGREEMENT

Butler Tech will provide Drone Training for the Butler County Educational Service Center’s program located at the Butler County Juvenile Justice Center. Sarah Burk of the BCESC will coordinate with Marni Durham at Butler Tech for assignment.

The term of this agreement is for services to be delivered from Sept. 1, 2017 – July 31, 2018. Compensation will be paid to the Butler Tech in the amount of $36.27/hour to include employee fringes and benefits, for up to 117 hours, totaling a cost no more than $4,243.59 per contracted year.

Invoices are to be submitted to the Treasurer’s office at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011, for approval and payment.

Both the Butler County Educational Service Center and Butler Tech reserve the right to terminate the contract without cause at any point in time during the contract.

This agreement is executed by Butler Tech and the duly authorized representatives of the Butler County Educational Service Center on August 31, 2017.

Mr. Paul Carpenter, Treasurer
Butler Tech

Mr. Graham Pritchard, President
Butler County ESC Governing Board

Ken Ulm, Treasurer
Butler County ESC

8/31/17  
Date

Date

Date
BUTLER COUNTY EDUCATIONAL SERVICE CENTER

CONTRACTUAL AGREEMENT

Butler Tech will provide Welding Training for the Butler County Educational Service Center’s program located at the Butler County Juvenile Justice Center. Sarah Burk of the BCESC will coordinate with Marni Durham at Butler Tech for assignment.

The term of this agreement is for services to be delivered from Sept. 1, 2017 – July 31, 2018. Compensation will be paid to the Butler Tech in the amount of $36.27/hour to include employee fringes and benefits, 1.5 hours per session, for a total up to 81 hours, totaling a cost no more than $2,937.87 per contracted year.

Invoices are to be submitted to the Treasurer’s office at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011, for approval and payment.

Both the Butler County Educational Service Center and Butler Tech reserve the right to terminate the contract without cause at any point in time during the contract.

This agreement is executed by Butler Tech and the duly authorized representatives of the Butler County Educational Service Center on August 31, 2017.

Mr. Paul Carpenter, Treasurer
Butler Tech

Date
8/31/17

Mr. Graham Pritchard, President
Butler County ESC Governing Board

Date

Ken Ulm, Treasurer
Butler County ESC

Date
AGREEMENT BETWEEN
TWIN VALLEY COMMUNITY SCHOOLS
AND
BUTLER COUNTY EDUCATIONAL SERVICE CENTER,
FOR
SUCCESS PROGRAM

The Butler County Educational Service Center (BCESC) and Twin Valley Community Schools (TVCS) within Preble County will jointly provide services to students and families in need under the following conditions:

1. BCESC and TVCS agree to collaborative operation and delivery of services to children in TVCS.

2. The BCESC will employ a Success Supervisor to oversee services to children and their families. The BCESC Supervisor will oversee the supervision/evaluation of BCESC staff member (with input from TVCS) and will oversee the communication among partnering agencies.

3. The BCESC will provide 1 Community School Liaison and related supervision, training, laptop computer, travel and cell phone.

4. ECS will provide a private place for the liaison to work, internet access and networking at each school served, TVCS email account, access to information for students online, and printing/copying capability.

5. TVCS will be billed a total of $20,000 for Success services for the 2017-2018 school year. TVCS will be invoiced for services in December, 2017 ($10,000) and April, 2018 ($10,000) by the BCESC.

This agreement will be in effect from August 1, 2017-July 31, 2018.

Both parties agree to resolve disputes over obligations set forth in this agreement as reasonably as possible. However, this agreement or parts of this agreement can be terminated by either party for cause provided that either party provide written notice to the other party of the defaults that are claimed to have occurred and give the party ten (10) days within which to cure such defaults. In the event that the defaults are not cured, notice in writing will be given to the defaulting party and this agreement will terminate within thirty (30) days of such notice.

Administration coordination for this agreement will be the responsibility of designated individuals of TVCS and the BCESC. These individuals will be responsible for the
implementation and monitoring of this contract and will meet regularly to review the progress of the agreement.

Graham Pritchard
Board President, Butler County ESC

date ____________

Treasurer, Butler County ESC

Mike Randlish
Board President, Twin Valley Community Schools

date 08/28/17

deal ____________

Treasurer, Twin Valley Community Schools
AGREEMENT BETWEEN
NATIONAL TRAIL LOCAL SCHOOL DISTRICT
AND
BUTLER COUNTY EDUCATIONAL SERVICE CENTER,
FOR
SUCCESS PROGRAM

The Butler County Educational Service Center (BCESC) and National Trail Local Schools (NTLS) within Preble County will jointly provide services to students and families in need under the following conditions:

1. BCESC and NTLS agree to collaborative operation and delivery of services to children in NTLS.

2. The BCESC will employ a Success Supervisor to oversee services to children and their families. The BCESC Supervisor will oversee the supervision/evaluation of BCESC staff member (with input from NTLS) and will oversee the communication among partnering agencies.

3. The BCESC will provide 1 Community School Liaison and related supervision, training, laptop computer, travel and cell phone.

4. NTLS will provide a private place for the liaison to work, internet access and networking at each school served, NT email account, access to information for students online, and printing/copying capability.

5. NTLS will be billed a total of $20,000 for Success services for the 2017-2018 school year. NTLS will be invoiced for services in December, 2017 ($10,000) and April, 2018 ($10,000) by the BCESC.

This agreement will be in effect from August 1, 2017-July 31, 2018.

Both parties agree to resolve disputes over obligations set forth in this agreement as reasonably as possible. However, this agreement or parts of this agreement can be terminated by either party for cause provided that either party provide written notice to the other party of the defaults that are claimed to have occurred and give the party ten (10) days within which to cure such defaults. In the event that the defaults are not cured, notice in writing will be given to the defaulting party and this agreement will terminate within thirty (30) days of such notice.

Administration coordination for this agreement will be the responsibility of designated individuals of NTLS and the BCESC. These individuals will be responsible for the implementation and monitoring of this contract and will meet regularly to review the progress of the agreement.
Graham Pritchard  
Board President, Butler County ESC

__________________________  date __________

Treasurer, Butler County ESC

David Harris  
Board President, National Trail Local Schools

__________________________  date 8/30/17

Treasurer, National Trail Local Schools

__________________________  date 8/30/17
AGREEMENT BETWEEN
TRI-COUNTY NORTH SCHOOLS
AND
BUTLER COUNTY EDUCATIONAL SERVICE CENTER,
FOR
SUCCESS PROGRAM

The Butler County Educational Service Center (BCESC) and Tri-County North Schools (TCNS) within Preble County will jointly provide services to students and families in need under the following conditions:

1. BCESC and TCNS agree to collaborative operation and delivery of services to children in TCNS.

2. The BCESC will employ a Success Supervisor to oversee services to children and their families. The BCESC Supervisor will oversee the supervision/evaluation of BCESC staff member (with input from TCNS) and will oversee the communication among partnering agencies.

3. The BCESC will provide 1 Community School Liaison and related supervision, training, laptop computer, travel and cell phone.

4. TCNS will provide a private place for the liaison to work, internet access and networking at each school served, TCNS email account, access to information for students online, and printing/copying capability.

5. TCNS will be billed a total of $20,000 for Success services for the 2017-2018 school year. TCNS will be invoiced for services in December, 2017 ($10,000) and April, 2018 ($10,000) by the BCESC.

This agreement will be in effect from August 1, 2017-July 31, 2018.

Both parties agree to resolve disputes over obligations set forth in this agreement as reasonably as possible. However, this agreement or parts of this agreement can be terminated by either party for cause provided that either party provide written notice to the other party of the defaults that are claimed to have occurred and give the party ten (10) days within which to cure such defaults. In the event that the defaults are not cured, notice in writing will be given to the defaulting party and this agreement will terminate within thirty (30) days of such notice.

Administration coordination for this agreement will be the responsibility of designated individuals of TCNS and the BCESC. These individuals will be responsible for the
implementation and monitoring of this contract and will meet regularly to review the progress of the agreement.

_________________________  date _____________
Graham Pritchard
Board President, Butler County ESC

_________________________  date _____________
Treasurer, Butler County ESC

_________________________  date 8-21-2017
Board President, Tri-County North Schools

_________________________  date 8-21-2017
Treasurer, Tri-County North Schools
RESOLUTION FOR SERVICES WITH BUTLER COUNTY EDUCATIONAL SERVICE CENTER

WHEREAS, the Board of Education desires to enter into an agreement with the Butler County Educational Service Center (“BCESC”) to provide services delineated in the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Lakota Local School District:

SECTION I

The Board of Education hereby authorizes and approves the Agreement with the Butler County ESC for the provision of services. BCESC shall furnish services to the Lakota Local School District (“LLSD”) according to Attachment A.

LLSD agrees to pay the BCESC for the contracted services as listed in Appendix A and Appendix B of this Contract in the amount of $15,221.70.

In the event that it is necessary for the Butler County Governing Board to employ additional personnel to provide the services selected by a specific school district and those services are discontinued or the full-service contract is discontinued, the contracting school district will be responsible for all unemployment and workers’ compensation costs incurred by the Butler County Educational Service Center as a result of the discontinued services and/or positions.

Conditions of this agreement are subject to appropriate funding to the Butler County Educational Service Center to render said services.

This agreement will be in effect for one school year, commencing July 1, 2017, and ending June 30, 2018.

Administration coordination for this agreement will be the responsibility of designated individuals of LLSD and the BCESC. These individuals will be responsible for the implementation and monitoring of this contract and will meet regularly to review the progress of the agreement.

This Agreement may not be amended, changed or modified in any respect whatsoever except in a writing signed by all of the parties.

This Agreement constitutes and expresses the entire agreement and understanding between the parties concerning the subject matter of this contract. This Agreement will supersede all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this Agreement.

This Agreement may be executed by one or more counterparts, each of which will be deemed an original.
CONTRACT

The undersigned hereby certifies that the foregoing is a true and correct copy of a Resolution adopted at a meeting held on the _____ day of ______, 2017, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said Resolution.

Jenni Logan, Treasurer
Lakota Local School District

Kenneth F. Ulm, BCESC Treasurer

Board of Education President
Lakota Local School District

Mr. G. Pritchard
BCESC Governing Board President
CERTIFICATE
ORC § 5705.41 and ORC § 5705.412

We hereby certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Jenny Logan, Treasurer
Lakota Local School District

Kenneth F. Ulm, BCESC Treasurer

Mr. G. Pritchard
BCESC Governing Board President

Board of Education President
Lakota Local School District
# Lakota Local School District
## Summary of Services
### 2017-2018 School Year

### Butler County Educational Service Center

<table>
<thead>
<tr>
<th>Contracted Services</th>
<th>Total Staff Salary Benefits</th>
<th>Operating Expenses (Obj: 400-999)</th>
<th>Local Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (See Attached Breakdown)</td>
<td>$795,070.70</td>
<td>$15,000.00</td>
<td>$98,189.00</td>
<td>$711,861.70</td>
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<table>
<thead>
<tr>
<th>Services</th>
<th>Cost Per Seat</th>
<th>Number of Seats</th>
<th>Total Cost</th>
<th>Cost Per Staff</th>
<th>Number of Staff</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic Day School 1-6 (Full Year)</td>
<td>$30,000.00</td>
<td>Per MOU</td>
<td>$0.00</td>
<td></td>
<td></td>
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<tr>
<td>Therapeutic Day School 7-12 (Full Year)</td>
<td>$35,500.00</td>
<td>Per MOU</td>
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<td></td>
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<tr>
<td>Success Program</td>
<td>$26,000.00</td>
<td>6.5</td>
<td>$169,000.00</td>
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<tr>
<td>Preschool Contract</td>
<td>Yes/No</td>
<td>Separate Contract</td>
<td>Approved</td>
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<td></td>
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<tr>
<td>Regional Legal Consortium</td>
<td>Yes/No</td>
<td>Cost Per District</td>
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<td>$1,800.00</td>
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### Additional Staffing

<table>
<thead>
<tr>
<th>Service</th>
<th>Hourly Rate</th>
<th>Hours Per Day</th>
<th>Days Per Year</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Audiology Services</td>
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<tr>
<td>Behavior Intervention</td>
<td>$62.00</td>
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<td>$19,840.00</td>
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<tr>
<td>Hearing Impaired Services</td>
<td>$105.00</td>
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<tr>
<td>Nursing Services</td>
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<td>Occupational Therapy</td>
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<td>Physical Therapy</td>
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<td>Psychology Services</td>
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<td>Speech Services</td>
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<td>Separate Contract</td>
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<td>VI/O&amp;M</td>
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<table>
<thead>
<tr>
<th>Speech Consortium</th>
<th>Cost per person (estimated)</th>
<th>Number of Staff</th>
<th>Total Cost</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$83,775.00</td>
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### Professional Development Services

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<th>Service</th>
<th>Cost per person (estimated)</th>
<th>Number of Staff</th>
<th>Days/Units</th>
<th>Yes/No</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifted</td>
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<td>Principal/Assistant Principal Consortium</td>
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<td>Per District</td>
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<td>School Safety Officer</td>
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<td>Per ADM</td>
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<td>Online Professional Development</td>
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</tbody>
</table>

### ASEP

**Cost per person (estimated)**: TBD
**Number of Staff**: TBD
**Yes/No**: Yes

### Technology Consortium

**Cost per person (estimated)**: TBD
**Number of Staff**: TBD
**Yes/No**: No

<table>
<thead>
<tr>
<th>Total Direct BILU Costs:</th>
<th>$915,211.00</th>
</tr>
</thead>
</table>

**Notes:**

[Signature]

*Revised 8/17/17*
# PLAN OF OPERATION

## Definitions

### Identification
- Name
- Boundaries
- Address

## Authority, Powers, and Purpose

- Authority
- Policy Council
- Member Powers
- Committee Powers
- Alternate Purpose
- Alternate Power
- Code of Ethics
- Policy Council Liabilities
- Council Purposes
- Basic Principles and Procedures

## Functions

- Legislative
- Executive

## Membership

- Number
- Conflict of Interest
- Qualifications
- Oath
- Orientation
- Election
- Term
- Vacancies
- Resignation or Removal
- Compensation/Parent Reimbursement
- Authority related to Personnel Records
- Public Expressions of Members

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Approved by Policy Council on this date: 9/21/2017

Approved by the Governing Board on this date: 9/27/2017
0150 Organization
0151 Organization Meeting
0152 Officers
0153 Motions
0154 Committees

0160 Meetings
0161 Parliamentary Authority
0162 Quorum
0163 Presiding Officer
0164 Notice of Meetings
0165 Regular Meetings
0165.1 Special Meetings
0166 Executive Session
0167 Voting
0168 Minutes
0169 Public Participation at Council Meetings

0170 Duties
0171 Operating Responsibility
0172 Must Approve or Disapprove
0173 Other Duties as Determined by the Policy Council

0180 Community Concerns

0190 Impasse Resolution
DEFINITIONS

Alternate
Elected parents who vote at Policy Council meetings due to the absence of voting parent members.

BCESC
Butler County Educational Service Center

Community Representative
Any member of the Policy Council who is not a parent of a currently enrolled child.

Director
Head Start staff person responsible for the operation and implementation of the program in cooperation with the Butler County Educational Service Center.

Due Process
Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

General Responsibility
The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility.

Governing Board
The Governing Board of the Butler County Educational Service Center serves as the grantee and is the administrative agent for the Head Start Program.

Grantee
The Butler County Educational Service Center which has received funds to operate the Butler County Educational Service Center Head Start Program.

May
This word is used when an action by the Policy Council or its designee is permitted but not required.

Meeting
Any gathering which is attended by or open to all of the members of the Council, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.
Must Approve or Disapprove
The group designated by Performance Standards that must be involved in the
decision-making process prior to the point of seeking approval. If it does not
approve, a proposal cannot be adopted, or the proposed action taken, until
agreement is reached between the disagreeing groups.

Operating Responsibility
The individual or group that is directly responsible for carrying out or performing
the functions, consistent with the general guidance and oversight from the
individual or group holding general responsibility.

Parent
The custodial natural or adoptive parents or the party designated by the courts
as the legal guardian or custodian of a Head Start or Early Head Start student.
Both parents will be considered to have equal rights unless a court of law
decrees otherwise.

Plan of Operation
By-laws for Policy Council and its own governance.

Policy
A general, written statement by the governing board in partnership with the
Policy Council which defines its expectations or position on a particular matter
and authorizes appropriate action that must or may be taken to establish and/or
maintain those expectations.

Policy Council
Council set up at the grantee level. The majority of the members shall be
parents of Head Start children currently enrolled in all program options. All
program options will be proportionately represented on Policy Council. Other
membership will be made up by community representatives.

Performance Standards
The Head Start program requirements necessary to meet the objectives and
goals of the Head Start program as they relate directly to children and their
families.

President
The chief executive officer of the Policy Council.
Secretary
The Secretary of the Policy Council documents the monthly meeting minutes and takes roll call.

Self Assessment
The annual program evaluation to assess the BCESC Head Start’s progress in carrying out the programmatic and fiscal intent of its grant application.

Shall
This word is used when an action by the Council or its designee is required. (The word "will" or "must" signifies a required action.)

Superintendent
The Superintendent of Schools for the Butler County Educational Service Center and serves as the grantee designate for the Butler County Educational Service Center.

Vice-President
The vice-president of the Policy Council shall run the Policy Council meeting when President is unavailable.

Voting
A vote at a meeting of the Policy Council. The law requires that Policy Council members or designated alternate(s) must be physically present in order to have their vote officially recorded in the Policy Council minutes.
IDENTIFICATION

0111 Name

The Policy Council shall be known officially as Butler County Educational Service Center Head Start Policy Council.

0112 Boundaries

The Butler County Educational Service Center Head Start Program serves all of Butler and Preble Counties.

0113 Address

The official address of the Butler County Educational Service Center Policy Council shall be 400 North Erie Boulevard, Hamilton, Ohio 45011.
AUTHORITY, POWERS, AND PURPOSE

0121 Authority

The supervision and administration of the Head Start Program shall be conducted by the Governing Board. The Governing Board retains the legal authority for the Head Start Program.

0122 Policy Council

The Policy Council shall be involved in the making of policy and have the opportunity to initiate suggestions and ideas for program improvements, and to receive a report on action taken by the administering agency with regard to its recommendations.

0122.1 Member Powers

Policy Council members as individuals do not separately possess the powers that reside in the Policy Council, but no Policy Council member shall be denied facts or materials required for the proper performance of his/her duties to which s/he is legally entitled.

Fact or data provided to an individual Policy Council member shall be supplied to the full Policy Council.

0122.2 Committee Powers

The Policy Council has no powers when not in session.

0122.3 Alternate Purpose on Council

The alternates' purpose is to be aware of all Policy Council decisions or business, voice opinion when appropriate and attend all Policy Council meetings.

0122.4 Alternate Powers

Alternates serving on the Policy Council will have voting power at Policy Council meetings in the event of an absence of the voting parent member. Alternates serving in a voting capacity shall also participate in Executive sessions.
Code of Ethics

OATH While serving as a member of my Policy Council, I will accept the responsibility to improve the total program. To that end I will:

A. remember that my first and greatest concern must be the welfare of all students attending the Head Start Program;

B. obey the laws of Ohio and the United States;

C. respect the confidentiality of privileged information;

D. recognize that as an individual Council member I have no authority to speak or act for the Council;

E. work with other members to establish effective policies;

F. delegate authority for the administration of the program to the Director and staff;

G. encourage ongoing communications among Council members, the parent committee, and the community;

H. make all decisions based on the available facts and my independent judgment rather than giving in to the influence of individuals or special interest groups;

I. make every effort to attend all Council meetings;

J. become informed concerning the issues to be considered at each meeting;

K. improve my committeeship by studying issues and by participating in in-service programs;

L. support the employment of staff members based on qualifications and not as a result of influence; and communicate at the parent meeting level regarding Policy Council activities.

Approved by Policy Council on this date: 9/21/2017

Approved by the Governing Board on this date: 9/27/2017
M. avoid conflicts of interest or the appearance thereof;

N. refrain from using my Council position for benefit of myself, family members, business associates, or the Head Start Center that my child is attending;

O. express my personal opinions but, once the Council has acted, accept the will of the majority;

P. serve as a positive role model for the Head Start / Early Learning programs;

Q. not contact federal program officers without first communicating with the Director regarding concerns, and make the commitment to inform the Director of issues of concern;

R. be a team member.

0123.1 Policy Council Liabilities

The Policy Council does not hold any legal responsibilities for the Head Start Program.

0124 Council Purposes

A. The Policy Council is to advise in the planning, operation, and evaluations of the Butler County Educational Service Center Head Start Program.

B. The Policy Council is to serve as a link between public and private organizations, neighborhood councils, the Butler County Educational Service Center Governing Board and the community it serves.

C. The Policy Council is to plan, coordinate and organize agency-wide activities for parents with the assistance of Head Start staff.

D. The Policy Council is to recruit volunteer services from parents, community residents and community resources to meet identified needs.
0124.1 Basic Principles and Procedures

A. Policy Council conducts their meetings with agendas.

B. Policy Council establishes and maintains procedural steps for resolving complaints and criticisms of Head Start affairs.

C. Policy Council establishes a PLAN OF OPERATION by which they are governed. The PLAN OF OPERATION shall be adopted, amended, repeated, or suspended by a two-thirds (2/3's) vote of the full Policy Council.

D. Policy Council records in the minutes of the Policy Council meetings the adoption, modification, repeal, or suspension of the Policy Council Plan of Operation.
FUNCTIONS

0131 Legislative

The Policy Council shall make such administrative guidelines as are necessary for its governance by adopting a PLAN OF OPERATION and policies for the organization and operation of this Council.

Those PLAN OF OPERATION and policies which are not dictated by the statutes or rules of the Head Start Program may be adopted, amended, and repealed at any meeting of the Policy Council.

0132 Executive

The Council shall exercise its executive power as regulated by Federal and State guidelines.

The Superintendent shall enforce the statutes of Ohio, rules of the State Board, and the policies of the Governing Board. (R.C. 3319.01)

The Superintendent shall prepare guidelines for the administration of the Program which are not inconsistent with statutes, regulations of the State Governing Board, or the policies of the Governing Board and which shall be binding upon the employees and the families of the Program when issued, but shall be provided to the Council at the next meeting thereof. The Governing Board reserves the right to overrule any such regulation.
MEMBERSHIP

0141 Number

The Policy Council shall consist of:

A. The majority of the members shall be parents of Head Start children currently enrolled in all program options. All program options will be proportionately represented on policy council.

B. Parents of Early Head Start students shall be represented on Policy Council based on their total numbers served. No less than three Early Head Start parents will have membership on Policy Council.

C. Other membership will be made up by community representatives elected by parents of children currently enrolled in Head Start.

0141.1 Conflict of Interest

A Council member shall not have any direct monetary interest in a contract with the Butler County Educational Service Center Head Start Program; nor shall s/he furnish directly any labor, equipment, or supplies to the District; nor shall s/he be employed by the Governing Board in any capacity for compensation. If voting on a contract related to place of work, abstain from the discussion and the vote. Exception: refer to 0142 Qualifications, Letter D.

But in the event a Council member is employed by a business which furnishes goods or services to the program, the Council member shall declare his/her association with the organization and refrain from debating or voting upon the question of the contract. It is not the intent of this policy to prevent the program from contracting with businesses because a Council member is an employee of the firm. The policy is designed to prevent placing a Council member in a position where his/her interest in the program and his/her interest in his/her place of employment might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.
0142 Qualifications

A. Parent members shall be custodial parents of children currently enrolled in the Butler County Educational Service Center Head Start Program or Early Head Start Program.

B. Community representatives must be elected by parents of children currently enrolled in the Head Start program from the local community: business; public or private community or civic, and professional organizations; and others who are familiar with resources and services for low-income children and families. Community representatives may include the parents of formerly enrolled children.

C. No member shall have an open case with Children Services and all members will be in good standing with community enforcement agencies.

D. No staff member (nor members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for Head Start staff.

0142.1 Oath

Each member of the Council shall, before entering his/her duties of office, take an oath to perform faithfully the duties of his/her office.

0142.2 Orientation

Policy Council members will be provided orientation in order to prepare each member for the performance of Policy Council duties. Policy Council members will be encouraged to understand the functions of the Policy Council, acquire knowledge of matters related to the operation of Head Start and Early Head Start and learn Policy Council procedures.

0143 Election

A. Parents serving on the Policy Council must be elected by parents of Head Start or Early Head Start children currently enrolled in the program or other programs administered by Head Start.
B. Community representatives serving on the Policy Council will be recruited by the Superintendent or his designate and must be approved by the elected parent members of Policy Council.

BUTLER COUNTY EDUCATIONAL SERVICE CENTER
HEAD START PROGRAM
POLICY COUNCIL

0144 Term

The Policy Council must limit the number of one-year terms any individual may serve to a combined total of five terms.

0145 Vacancies

Vacancies on the Policy Council shall be filled at a regular or special meeting within 1 month of its occurrence.

A. A vacancy of a part-day parent membership shall be filled by the next available alternate to be determined by the rank order list from the election of Policy Council members that took place at the Part Day Policy Council Election. Individuals receiving the highest votes shall determine the order alternates are called for membership.

B. A vacancy of a community representative shall be filled by the recruitment of representatives from the community elected by vote of current Policy Council members.

C. In the event alternates have been exhausted by the above procedures, staff shall recruit parents for the program option with the vacancies. These parents shall be voted in by the remaining parent members at the next regular meeting.
Resignation or Removal

When a Policy Council member has missed two consecutive meetings, he/she will be notified by the Director and/or Policy Council Executive Board member that they have taken an oath of office and that regular attendance is required of all members.

Any Policy Council member who has unexcused absenteeism amounting to three (3) Policy Council meetings or otherwise neglects his/her duties without showing just cause shall forfeit his/her seat on the Policy Council, subject to the recommendation of the Policy Council.

Consideration of the discipline of a Council member for conduct related to the performance of his/her duties of his/her removal from office shall NOT be held in executive session.

Compensation/Parent Reimbursement

Parent members of Head Start Policy Council may receive meeting allowances or be reimbursed for travel, per diem, meal and babysitting expenses incurred because of Policy Council meetings, contingent on available funding.

Authority related to personnel records

Individual members of the Policy Council do not possess the powers that reside in the Policy Council.

Access to District personnel records shall be subject to the following rules:

A. Personnel records are subject to the Public Records Request Guidelines.

B. Information obtained from employee personnel records by members of the Council shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline and dismissal, or to aid the development and implementation of District policies.
Public Expressions of Members

From time to time individual Council members may be asked to make public statements on program matters:

A. to local media

B. to local officials and/or State officials.

Sometimes such statements may imply, or the readers (listeners) infer, that the opinions expressed or statements are the official position of the Council. The misunderstandings that can result from these incidents can embarrass both the member and the Council. Therefore, Council members should adhere to the guidelines contained herein when writing or speaking on program matters to the media, legislators, and other officials:

"The Butler County Educational Service Center Head Start Policy Council, as a matter of policy, disclaims responsibility for any individual public statements by its members. The views expressed herein are those of the member and do not necessarily reflect the views of the Council or of the author's colleagues on the Council."

C. This Plan of Operation shall apply to all statements and/or writings by individual Council members not explicitly sanctioned by a majority of its members, except as follows:

1. correspondence, such as legislative proposals, when the Council member has received official guidance from the Council on the matters discussed in the letter,

2. routine, not for publication correspondence of the Superintendent and Butler County Educational Service Center employees,

3. routine "thank you" letters of the President of the Council,

4. statements by Council members on nonschool matters (providing the statements do not identify the author as a member of the Council), and
5. personal statements not intended for publication.

BUTLER COUNTY EDUCATIONAL SERVICE CENTER
HEAD START PROGRAM
POLICY COUNCIL

PLAN OF OPERATION
0150/page 1 of 2

ORGANIZATION

0151 Organization Meeting

A. The Policy Council shall organize annually at an established meeting held early in the program year.

B. The Policy Council shall organize the dates and times of meetings at the annual organizational meeting. A list of dates will be given to all members at the next meeting as well as be mailed to members.

0152 Officers

The organizational meeting shall be called to order by the current President or, in his/her absence, the Vice-President or, in his/her absence, any member designated by the majority of those present.

The Policy Council shall then proceed to the election of a President who may then take the chair, a Vice President and a Secretary.

Elections of officers shall be by ballot with the members physically present and counted at that meeting with majority vote of the Policy Council.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

A. Officers shall serve for one (1) year and until their respective successors are elected.

B. In the event that the office of President becomes vacant the Vice President shall assume the President position. In the event the Vice-President, or Secretary becomes vacant, the Policy Council shall fill the vacancy for the unexpired term in the same manner as the election conducted at the organizational meeting.

0153 Motions

The Council shall, at the organizational meeting:

Approved by Policy Council on this date: 9/21/2017
Approved by the Governing Board on this date: 9/27/2017
A. Policy Council members will participate on a personally selected committee(s).

0154

Committees

Committees of Policy Council members, with inclusion of other center parents shall, when specifically charged to do so by the Policy Council, conduct studies, make recommendations to the Policy Council, and act in an advisory capacity, but shall not take action on behalf of the Policy Council. **Policy Council members shall participate on at least one standing committee during the program year.**

Possible committees include:

A. Health Services Advisory Committee: Provides guidance to ensure Head Start addresses the physical, nutritional, and emotional needs of the children and families served.

B. Personnel Committee: Assists with staff interviews on an as needed basis.

C. School Readiness Committee: Assists staff with setting and monitoring school readiness goals.

D. Ad Hoc: Committees that are needed as issues arise.
MEETINGS

0161 Parliamentary Authority

The parliamentary authority governing the Policy Council shall be Robert's Rules of Order, Newly Revised, in all cases in which it is not inconsistent with statute, administrative code, or this PLAN OF OPERATION.

0162 Quorum

At least 5, with more than half of the representation including parents of Head Start children, not to include community representatives

0163 Presiding Officer

The President shall preside at all meetings of the Policy Council. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any parent member shall be designated by those present to preside.

0164 Notice of Meetings

A. Notice of the time and place of all regular meetings will be given to Head Start parents through postings at the centers.

B. The Director and Policy Council Chairperson shall notify all Council members of each Council meeting no later than four (4) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting and the agenda.

0165 Regular Meetings

Regular meetings of the Policy Council shall be public and held during the program year.

Approved by Policy Council on this date: 9/21/2017

Approved by the Governing Board on this date: 9/27/2017
A. It shall be the responsibility of the Policy Council Executive Board in cooperation with the Director and Site Based Coordinator to prepare an agenda of the items of business to come before the Policy Council at each regular meeting.

BUTLER COUNTY EDUCATIONAL SERVICE CENTER
HEAD START PROGRAM
POLICY COUNCIL

PLAN OF OPERATION
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B. The order of business shall be as follows, unless altered by the presiding officer:

Call to Order
Roll Call/Attendance
Pledge of Allegiance
Adoption of meeting minutes
Public Participation
Program Management Items
  Treasurer's Items – Finance
  General Business – Early Childhood Program
  Action Items
Items for Information
Updates

0165.1 Special Meetings

The Policy Council President or Director may call a special meeting when program business requires such action. If fifty-one percent of Policy Council members petition in writing to call a meeting the President shall be obliged to schedule a meeting within three days of the receipt of the petition.

0166 Executive Session

The Council reserves the right to meet privately in executive session solely to discuss one (1) or more of the following issues exempted from public sessions:

A. consideration of the discipline of a Council member for conduct related to the performance of his/her duties or his/her removal from office shall NOT be held in executive session.
B. matters required to be confidential by Federal law or rules or State statutes.

C. specialized details of security arrangements where disclosure might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of law.

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No official action may be taken in executive session. (R.R. 121.22)

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session, stating therewith the purpose of the session. Upon receiving a second to the motion and a majority roll call vote of those present and voting, the chairperson shall declare the Policy Council executive session.

In keeping with the confidential nature of executive sessions, no member of the Policy Council shall disclose the content of discussions that take place during such sessions.

0167

Voting

All motions shall require for adoption a majority vote of those present and voting. The vote shall be recorded by roll call. Only Policy Council members, or their designated alternates, have voting privileges.

An abstention shall be recorded. In situations in which a tie vote occurs and abstentions have been cast, the motion shall fail for lack of a majority.

0168

Minutes

The Policy Council Secretary, with assistance from a Head Start employee, shall keep minutes of all Policy Council meetings documenting the time and place, the members present, the subjects considered, the actions taken, the vote of each member on roll call votes and any other information required to be shown in the minutes which shall be available to Head Start parents. Minutes of executive sessions shall reflect the general subject matter of discussions held in executive session.

Approved by Policy Council on this date: 9/21/2017    Approved by the Governing Board on this date: 9/27/2017
The Head Start employee shall provide each Policy Council member with a copy of the minutes of the last meeting at the next regularly scheduled meeting.

The minutes of Policy Council meetings shall be considered at the next meeting where they shall be corrected and approved.

The approved minutes shall be filed in the Head Start office in a prescribed minute book as a permanent record of Policy Council proceedings.

BUTLER COUNTY EDUCATIONAL SERVICE CENTER
HEAD START PROGRAM
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0169

Public Participation at Council Meetings

The Policy Council recognizes the value to program governance of public comment on program issues and the importance of allowing members of the public to express themselves on program matters of community interest.

In order to permit the fair and orderly expression of such comment, the Policy Council shall provide a period for public participation at every public meeting of the Policy Council and publish rules to govern such participation in Policy Council meetings.

The presiding officer of the Policy Council meeting at which public participation is permitted shall administer the rules of the Policy Council for its conduct.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted only as indicated on the order of business in the PLAN OF OPERATION of this Policy Council;

B. The Policy Council requires that public participants be residents of Butler or Preble County, an employee of The Butler County Educational Service Center, or anyone having a legitimate interest in the action of the Policy Council;

C. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation if and when appropriate;

Approved by Policy Council on this date: 9/21/2017    Approved by the Governing Board on this date: 9/27/2017
D. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard; and may not speak longer than four minutes on such topic.

E. All statements shall be directed to the presiding officer; no person may address or question Policy Council members individually;

F. The presiding officer may interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

G. The presiding officer may call for a recess or an adjournment to another time when lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes.
DUTIES


0171 Operating Responsibility

Establish and maintain procedures for hearing and working with the Butler County Educational Service Center to resolve community complaints against the program.

0172 Must Approve or Disapprove

The Policy Council must approve or disapprove the following areas as they pertain to program planning.

Planning

A. Procedures for program planning in accordance with 45 CFR 1305.3.

B. The program’s philosophy and long- and short-range program goals and objectives.

C. Criteria for defining recruitment, selection, and enrollment priorities.
D. All funding applications and amendments to funding applications for the Head Start program, including administrative services, prior to the submission of such applications.

E. Policy Council and Parent Committee reimbursement. The BCESC must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

F. The annual self-assessment of the BCESC’s progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal and State monitoring reviews.

Butler County Educational Service Center
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General Procedures

A. The composition of the Policy Council and the procedures by which members are chosen.

B. The written policies of the BCESC that define the roles and responsibilities of the Governing Board and informs them of the management procedures and functions necessary to implement a high quality program.

C. Procedures describing how the Governing Board and Policy Council will implement shared decision making.

D. Procedures describing how the Governing Board and Policy Council jointly establish written procedures for resolving internal disputes, including impasse procedures, between the Governing Board and Policy Council.

Human Resources Management

A. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.

Approved by Policy Council on this date: 9/21/2017

Approved by the Governing Board on this date: 9/27/2017
Other Duties as determined by the Policy Council

A. Manage the Children's Activity Fund.

B. Each member will be assigned a Head Start site and/or Early Head Start Socialization to attend the first parent meeting to inform parents about the role of Policy Council.

Community Concerns

Any person having a legitimate interest in the BCESC Head Start or Early Head Start Program has the right to present a request, suggestion, or complaint, concerning Head Start or Early Head Start personnel or the program. It is the intent of this policy to provide the means for judging each community complaint in a fair and impartial manner and to seek a remedy, where appropriate, according to the following procedure.

It is the desire of the Policy Council and the Governing Board to rectify any misunderstandings between the community and the Head Start or Early Head Start Program and to direct discussions of any informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Head Start parents shall be informed of the procedure at the time of orientation into the program. The procedure shall also be posted at all Head Start sites in an area accessible to parents.

The Community Concerns Policy and Procedure shall be reviewed and approved annually by the Policy Council.

Any requests, suggestions, or complaints reaching the Policy Council, Policy Council members, Governing Board, Board members, and the administration shall be referred to the Executive Director/Superintendent for consideration according to the following procedure.

Matters Regarding a Staff Person

A. First Level – Staff Person

If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide
a reasonable explanation or take appropriate action within his/her authority and program guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the staff member.

B. Second Level – Immediate Supervisor

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member’s immediate supervisor.

C. Third Level - Manager

If the matter cannot be satisfactorily resolved at the second level, it shall be discussed by the complainant with staff member’s immediate manager.

D. Fourth Level - Director

If the matter cannot be satisfied at the third level, it shall be discussed by the complainant with the Director. The Director will advise the Policy Council of the circumstances of matters reaching this level as deemed appropriate.

E. Fifth Level - Superintendent

If a satisfactory solution is still not achieved by discussion with the Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged the complainant (or child of the complainant) has been affected adversely; and
3. the action which the complaint wished to be taken and the reasons why it is felt that such action is needed.

Should the matter be resolved in conference with the Superintendent, the Policy Council, Governing Board, and Director shall be advised of the resolution.

Approved by Policy Council on this date: 9/21/2017   Approved by the Governing Board on this date: 9/27/2017
F. Sixth Level – Governing Board

Should the matter still not be resolved, or if it is one beyond the Superintendent’s authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision or grant a meeting before the Board.

BUTLER COUNTY EDUCATIONAL SERVICE CENTER
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The complainant shall be advised, in writing, of the Board’s decision, no more than ten (10) business days following the meeting.

Matters Regarding a Program or Operation

If the request, suggestion, or complaint relates to a matter of Head Start or Early Head Start procedure or operation, it should be addressed, initially, to the immediate supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in “Matters Regarding a Staff Person”.

BUTLER COUNTY EDUCATION SERVICE CENTER
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0190 Impasse Resolution

The Butler County Head Start Policy Council and the Governing Board of the Butler County Educational Service Center jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the Governing Body and the Policy Group. In addition, the regulation specifies that new Policy group members are aware of the process;

Approved by Policy Council on this date: 9/21/2017  Approved by the Governing Board on this date: 9/27/2017
this occurring annually at the organizational meeting of the new Policy Council.

Level I

The Policy Council President and Vice President, or designee, and the Director shall meet with the Governing Board President, or designee, and the Superintendent to discuss and make every effort to resolve the issue causing the impasse situation. If the issue is resolved at this level, the Policy Council and the Governing Board will be informed of the resolution via their respective representatives attending the impasse session. The impasse session should be held within 14 days of notification that an impasse exists. If the impasse is not resolved through this method the issues shall be taken to Level II.

Level II

If the impasse is not resolved through Level I within 21 working days, an agreed upon third party trained in mediation shall be identified to meet with the Policy Council President and Vice President, or designee, the Director, the Governing Board President, or designee, and the Superintendent to help facilitate the resolution of the dispute. If the dispute is not resolved by the mediation process, the issue will be taken to Level III.

Level III

The Governing Board shall have the ultimate decision relating to the issue being disputed. The Governing Board will provide their decision to the appropriate parties within ten days of the completion of Level II. If Policy Council is not in agreement with the decision of the Governing Board, the Policy Council may seek guidance/consultation from the Region V offices of the Department of Health and Human Services.
August 23, 2017

Graham Pritchard, Board President
Butler County Educational Service Center
400 North Erie Highway
Hamilton, OH 45011

Re: Grant No. 05CH8352

Dear Mr. Pritchard:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive grant under 45 C.F.R. § 1304.15 and organizations currently operating under a grant with a definite project period. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

The following table reflects the projected funding, including the approved amount for duration, if applicable, and enrollment levels for the Head Start and/or Early Head Start grant for use in preparing the application for the 02/01/2018 – 06/30/2018 budget period.

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Funding Level</th>
<th>Funded Federal Enrollment</th>
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</thead>
<tbody>
<tr>
<td>Head Start Program Operations</td>
<td>$1,200,409</td>
<td>136</td>
</tr>
<tr>
<td>Head Start Training and Technical Assistance</td>
<td>$18,200</td>
<td></td>
</tr>
<tr>
<td>Early Head Start Program Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Head Start Training and Technical Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,218,609</strong></td>
<td><strong>136</strong></td>
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Duration funds are included in the Head Start program operations amounts in the above table.

The application for the Head Start and/or Early Head Start grant is due 11/01/2017. The application must be prepared in accordance with the Application Instructions available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the project period and continuation applications in the subsequent budget periods of the project period. A
continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

**Submission Requirements**

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at https://hses.ohs.acf.hhs.gov/hsprograms. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the “Instructions” section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in the HSES. The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact John Fallon, Program Support Specialist, at (312) 980-3405 or john.fallon@acf.hhs.gov or Jessica Stevens, Grants Management Specialist, at (312) 886-4917 or jessica.stevens@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

[Signature]

Heather Wanderski
Supervisory Program Specialist
Office of Head Start

cc: Chris Brown, Superintendent
Suzanne Prescott, Head Start Director
August 23, 2017

Graham Pritchard, Board President
Butler County Educational Service Center
400 North Erie Highway
Hamilton, OH 45011

Re: Grant No. 05CH8373

Dear Mr. Pritchard:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive grant under 45 C.F.R. § 1304.15 and organizations currently operating under a grant with a definite project period. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

The following table reflects the projected funding, including the approved amount for duration, if applicable, and enrollment levels for the Head Start and/or Early Head Start grant for use in preparing the application for the 02/01/2018 – 01/31/2019 budget period.

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<th>Funding Type</th>
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<td>Head Start Program Operations</td>
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<td>Head Start Training and Technical Assistance</td>
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<tr>
<td>Early Head Start Program Operations</td>
<td>$1,490,366</td>
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<tr>
<td>Early Head Start Training and Technical Assistance</td>
<td>$35,773</td>
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<td>TOTAL</td>
<td>$6,838,180</td>
<td>807</td>
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</table>

Duration funds are included in the Head Start program operations amounts in the above table.

The application for the Head Start and/or Early Head Start grant is due 11/01/2017. The application must be prepared in accordance with the Application Instructions available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the project period and continuation applications in the subsequent budget periods of the project period. A
continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

**Submission Requirements**

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at [https://hses.ohs.acf.hhs.gov/hsprograms](https://hses.ohs.acf.hhs.gov/hsprograms). Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the “Instructions” section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in the HSES. The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact John Fallon, Program Support Specialist, at (312) 980-3405 or john.fallon@acf.hhs.gov or Jessica Stevens, Grants Management Specialist, at (312) 886-4917 or jessica.stevens@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Heather Wanderski  
Supervisory Program Specialist  
Office of Head Start

cc: Chris Brown, Superintendent  
Suzanne Prescott, Head Start Director
CONTRACTUAL SERVICE AGREEMENT

NAME: Butler County Education Service Center
400 N. Erie Blvd., Suite A
Hamilton, OH 45011
513.785.6853

COUNTY: Preble

Hereby contracts with the Miami Valley Child Development Centers, Inc., for the provision of the following services for the compensation stated and the period indicated.

SERVICES: Miami Valley Child Development Centers, Inc. (MVCDC) will provide transportation services for Head Start children served in Preble County, by the grantee which is Butler County Educational Service Center (ESC).

RESPONSIBILITY OF MVCDC:
The following items are to be completed by MVCDC:
- Ensure compliance with all state and federal regulations related to transportation services and bus drive requirements.
- Ensure compliance with all Head Start Performance Standards related to transportation and child health and safety.
- Provide transportation to and from center and for all field trips, according to schedule to be provided by the Butler County ESC for Preble County for the 2017-2018 program year.
- Ensure that routine maintenance is completed as required to ensure safety.
- Provide guidance and direction for the Bus Monitor who will be assigned by Butler County ESC to ensure safety and supervision during routine trips and field trips.
- Ensure that Butler County ESC has all required licensing information for contracted driver.
- Notify Butler County ESC promptly if changes need to be made to contract or to personnel.

RESPONSIBILITY OF BUTLER CO.ESC:
The following items are to be completed by Butler Co. ESC:
- Provide documentation that shows MVCDC as additional insured on their liability insurance policy as insurance follows the vehicle.
- Ensure the completion of all required transportation paperwork for each child.
- Ensure training of both driver and monitor for all children on medical/physical care plans.
- Reimburse MVCDC for all costs related to this contract within 30 days of billing including 1) driver and administrative fee cost of $20.00/hour for up to 40 hours per week, 2) All gasoline costs related to this contract, as documented by gas receipts sent with the invoice, 3) All routine maintenance and needed repairs as documented by paid receipts sent with the invoice, 4) Costs related to use of GPS, tablet for trip work and cell phone.
- Notify MVCDC promptly if changes need to be made to contract.


TERMINATION: This contract may be terminated by either party giving thirty (30) working days notice. This agreement may be renegotiated at any time by mutual agreement.
STIPULATION: All Head Start program operations are contingent on funding considerations which may change. No payment in excess of the total amount of this agreement will be made.

INSURANCE: Both parties agree to maintain their own professional liability insurance as necessary and in such amounts necessary to protect their interests.

INDEMNIFICATION: Both parties shall indemnify, defend, and hold the other harmless from any and all claims, actions, damages, liabilities, costs, and expenses, including reasonable attorney fees and expenses arising out of the negligence or breach of the agreement by the indemnitee, its employees or agents.

STANDARDS OF CONDUCT: All MVCDC staff, consultants, and volunteers must abide by the following Standards of Conduct:

A. She/He will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;

B. She/He will follow the agency’s confidentiality policies concerning information about children, families, and other staff members;

C. No child will be left alone or unsupervised while under their care; and she/he will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. In addition, she/he will not employ methods of discipline that involve isolation, the use of food as punishment or reward or denial of basic needs.

EQUAL EMPLOYMENT: The Head Start program abides by the governing Equal Employment Act and Title VI of the Civil Rights Act, and §503 and §504 of the Rehabilitation Act, relative to the hiring of personnel and delivery of programs and services to program participants and will continue to operate in this manner during the time this agreement is in effect; said laws are incorporated herein by reference and made a part hereof.

Mary Burns, President/CEO
Miami Valley Child Development Centers, Inc.
Date

Mary Pritchard, Board President
Butler Co. Educational Service Center
Date

Ken Ulm, Treasurer
Butler Co. Educational Service Center
Date
BUTLER COUNTY EDUCATIONAL SERVICE CENTER

CONSULTANT AGREEMENT – Mo Buti

The Butler County Educational Service Center agrees to retain Mo Buti, as a Consultant. He/She will report to Therese Hunt for assignment.

Mo Buti agrees he/she is not an employee of the Butler County Educational Service Center and is solely responsible for travel expenses, federal, state, and local taxes, workers’ compensation, and any liability insurance needed in the performance of the service identified in this agreement. Further, he/she agrees to complete and return the attached W-9 and Ohio New Hire Reporting form with this signed agreement.

The term of this agreement is for services to be delivered on September 15, 2017. Compensation will be paid to Mo Buti for Presenter at $3,200 plus travel expenses not to exceed $650.

The consultant will invoice the Butler County Educational Service Center for his/her services prior to payment. Invoices are to be submitted and initialed by Therese Hunt, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011, for approval and payment.

This agreement is executed by Mo Buti and the duly authorized representatives of the Butler County Educational Service Center on September 27, 2017.

[Signature]
Consultant

[Signature]
Date

Mr. Graham Pritchard, President
Butler County ESC Governing Board

[Signature]
Date

Ken Ulm, Treasurer
Butler County ESC

[Signature]
Date
## Early Childhood Programs

**2017–2018**

Join us for high-quality national presenters bringing the latest strategies to use in our classrooms and improve student achievement. Our professional development opportunities listed below are SUTQ approved.

### SEPTEMBER 15, 2017
**Time:** 8:00 AM – 4:00 PM  
**Location:** Butler Tech  
3603 Hamilton Middletown Rd,  
Hamilton, OH 45011

**Using Visual Strategies, Behavioral Strategies, and Educaltonal Supports to Meet the Needs of all Students**  
**Presenter:** Mo Buti, M.Ed-BD, M.Ed-ADMIN, QIPD

**Description:** Mo is a dynamic international speaker and well-respected authority on autism, intellectual disabilities, adult services, behavioral strategies, educational supports, and more.

**Cost:** $50 per person. For groups of 5 or more, contact us for special pricing.

### NOVEMBER 7, 2017
**Time:** 8:00 AM – 4:00 PM  
**Location:** Holiday Inn  
5800 Muhlhauser Rd.,  
West Chester Township, OH 45069

**Resilience Is Not Just for Kids**  
**Presenter:** Renee Sutherland, Conscious Discipline Certified Instructor

**Description:** In this busy and ever-changing world in which we live, being the best we can be for ourselves, our families and our jobs can be challenging. In this interactive training, participants will learn how to take responsibility for their own resilience as they explore the four dimensions of resilience, principles of Conscious Discipline, and learn helpful strategies for increasing their stamina, vitality, and general health through proven resilience strategies.

**Learning Outcomes:**
- Define four dimensions of resilience  
- Demonstrate an understanding of how stress impacts well-being  
- Identify strategies that build personal resilience

**Cost:** $50 per person. For groups of 5 or more, contact us for special pricing.

### FEBRUARY 16, 2018
**Time:** 8:00 AM – 4:00 PM  
**Location:** Butler County ESC  
400 N. Erie Blvd., Hamilton, OH 45011

**Preschool-a-Polooza**  
**Morning Presenter:** Heather Nusbaum, Early Childhood Specialist, Office of Head Start, Training and Technical Assistance Center; Region V-Ohio

**Description:** Learn new strategies to meet the learning needs of your students using engaging math activities, strategies on handling challenging behaviors, and develop a better understanding of poverty and its impact on early childhood learners.

**Afternoon Sessions:**
- Bridges Out of Poverty  
- Pyramid Model  
- High5Mathematize practice

**Cost:** $50 per person. For groups of 5 or more, contact us for special pricing.
Self-Assessment 2016-2017

The BCESC completes the annual Self-Assessment by engaging experts, community, staff and parents in four committees.

These committees include:
- Health Advisory
- Education Advisory
- Social Service Advisory
- Safety Committee Advisory

Data is shared at each meeting with the members. Minutes are taken at each meeting and the advisors help the Early Childhood Programs make decisions that assist the program in making improvements throughout the year, as well as for our annual Improvement Plan.

The strengths and areas of improvements for each advisory are attached and make up the Annual Self-Assessment.
June 14, 2017
Present: Michelle Gregg, Suzanne Prescott, Bonnie Hoffman, Jim Grieble, Sissy Rassmusen, Jessica Jones, Walt Smith, Shelly Wallpe

Improvements for 17-18
We will be adding an online Child Incident report next year so we will be able to track issue in classrooms and on playgrounds. The Health and Safety survey is done 3 times a year and we will meet three times a year and look at the data. We will be able to see trends in the data.

It is important that all issues are addressed and documented. Bonnie will document all concerns and keep them. These can be discussed in our quarterly meetings.

We need to work on communicating the importance of the Health and Safety checklist and its purpose starting at the beginning of the school year. Make this part of staff meetings and reminders.
- We should send out the results to staff so they know what we are doing – Keeping our kids safe
- On the second survey, include a field for the parents name that helped complete the survey
- Encourage staff to ask if they have furniture and rugs if they are looking worn or unsafe
- Some of our best responders are food transporters and maintenance staff, what way can they be helpful

On the classroom visits with Donna and Bonnie four major things found:
- Unlocked chemicals
- Child Count Posters not used or accurate
- Outlet Covers
- Alarms not being used were broken and has been more prevalent recently

Develop a walk through form that site managers can use, and periodically Board office staff can do throughout the year. This will include health and safety information as well as quality indicators for classrooms. It is the site manager and Director’s responsibility to close the lope on issues and follow up. We need to take this back to the staff so they know what we have done.

Additional possible members:
During the Health Advisory Meetings held in October, January, and May we had a Self-Assessment Review. With the members of the Health Advisory Committee we discussed our program’s strengths, area(s) of improvement, and area(s) of concerns.

Strengths:
- The program is doing a good job with working with families to complete health and dental needs.
- The program is working with local providers in an effort to improve health and dental homes for children and families.
- The program is working hard to make sure families are finding providers in their area. Also helping to assure families are going to visits.
- The program is working with community members/providers to get lead screenings completed on children. Going to be doing a Lead Day in the community in October.

Area(s) of Improvement:
- The program continues to work with families to increase our number of dental exams that are completed.
- The program continues to work with families to increase our number of lead screenings complete.

Area(s) of Concern:
- There are no areas of concern at this time.
STRENGTHS

- Program offers a variety of options for families. Teachers are committed caring individuals who provide wonderful learning environments for children.
- We are seeing more participation of younger parents in school activities. The feeling is they have a more "gung-ho" attitude.
- Teachers are open to helping parents understand and learn with their children through the use of home activities.
- Parents are excited to experience and celebrate the success of their child's ability to self-regulate their emotions using Conscious Discipline strategies, which they have been able to carry over to use at home.
- Collaboration with University staff has allowed college students interested in Preschool to observe and learn best practice in our preschool classrooms from our dedicated preschool staff.
- Utilize professional development opportunities to help our staff build their skills and ability to implement learnings into their classrooms.
- Student data has shown that our focus on social-emotional learning is progressing with the use of conscious discipline strategies, fidgets, etc., allowing students to truly show progress.
- The information that we have received from building administrators regarding our school readiness goals are appropriate. The responses have shown that our continued focus on communication and ability to let others know needs and wants is a "spot-on" skill for students entering kindergarten.
- Provided information to our certified and classified staff to increase their educational opportunities through collaborations with Miami University and Cincinnati State.
- Increased focus on Language Modeling and Quality of Feedback in our CLASS observations to continue to keep the focus on communication amongst teachers to students and students to students.
- Created a credit checklist to assist in the examination of college coursework when reviewing transcripts for hiring of Early Childhood Teachers.
AREAS OF IMPROVEMENT

- Help Early Head Start parents see the education factor as an important piece of a child’s early education, not just when they begin transition to Head Start.
- Assist folks in understanding the difference between Head Start and day care; be able to emphasize their benefits to a solid preschool education experience.
- Make a better connection for school district administrators and teachers to the preschool opportunities offered at BCESC.
- After reviewing students' data, the need to increase the focus on math and science activities to provide opportunities for use of STEM activities in classrooms.
- Encourage teachers to use voice intonation and questioning techniques during their read alouds to encourage students to practice these critical reading skills.
Self-Assessment
Social Services Advisory

STRENGTHS
- Good attendance and participation by committee members from around the county
- Data available on BCESC website for public viewing of program data, results, progress, and community needs assessment
- Committee provided input in to the development of new policies aligning with new Performance Standards. Committee presented with key changes at winter and spring meetings.
- New opportunities for 4 yr olds in our community to have a preschool experience due to expansion of ECE classrooms.
- Hiring of new staff for Mental Health Consultant and Parent Education opened discussion on hiring practices, quality of applicant pool, area pay scales. Committee reviewed job descriptions and discussed appropriate related degrees.
- Creating awareness of community resources through staff participation on community committees and non-profit boards, New Worker Orientation, and Social Service Resource Expo
- Partnerships — Head Start is increasingly visible throughout county not only for recruitment/outreach but partnering with other business/agencies to achieve mutual goals
  - Ohio Healthy Buckeye Grant – put GED and Getting Ahead classes on site in our buildings for our parents
  - Great participation from our community reps on Policy Council and on Social Service Advisory

Areas for Improvement
- Employment discussion lead to suggestion for tracking social service turnover (why do staff leave: pay, another opportunity, stress, training, benefits)
- Addition of Duration Classrooms for 2017-18 school year lead to creation of prioritization rationale (who gets in to these classrooms)
Butler County Educational Service Center Head Start Program  
Self-Assessment August 2017  
Program Improvement Plan

PROGRAM IMPROVEMENT PLAN FOR Education and Disabilities

**Goal 1:** Improve Math and Science outcomes for children in Early Head Start and Preschool programming.

**Desired Outcomes:** Children will be better prepared for the next step in their educational experience in Math and Science.  
**Monitoring:** Each checkpoint in the 2017-2018 school year the education advisory will review this data and offer support and suggestions.

<table>
<thead>
<tr>
<th>ACTION STEP</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>RESOURCES</th>
<th>DATES</th>
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<tbody>
<tr>
<td>1. Each home visitor will receive additional support in the area of Math and Science and preschool staff will receive training and support in Math and Science.</td>
<td>Education Coordinator for EHS and Preschool Education Supervisor will support other managers and staff.</td>
<td>Time, planning, training</td>
<td>September 2017-July 2018</td>
</tr>
<tr>
<td>2. Lesson plans for preschool will be revised to include additional math and science activities and support for teaching staff.</td>
<td>Teachers and Supervisors</td>
<td>Time, planning, monitoring, training, stipends</td>
<td>June 2017</td>
</tr>
<tr>
<td>3. Education Coordinator will review EHS lesson plans to monitor progress in planning math and science activities in the homes.</td>
<td>EHS Leadership staff and Home Visitors</td>
<td>Time, planning, monitoring, training</td>
<td>July 2017-June 2018</td>
</tr>
<tr>
<td>4. In service training for Math and Science to preschoolers will be provided in the 2017-2018 school year.</td>
<td>Education Supervisor, Teachers and Supervisors</td>
<td>Time, planning, monitoring, training</td>
<td>September 2017-May 2018</td>
</tr>
</tbody>
</table>
Butler County Educational Service Center Head Start Program  
Self-Assessment 2017  
PROGRAM IMPROVEMENT PLAN FOR Mental Health

**Goal 1:** Students, Families and Staff will have access to Mental Health Consultant for children that are experiencing significant issues managing behaviors in the classroom.

**Desired Outcomes:** Families and Teachers will gain skills to support children for better social emotional behavior. Monitoring: Devereux Early Childhood Assessment (DECA) will be measured pre and post for improved behavior.

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</thead>
<tbody>
<tr>
<td>2. Create a process for the mental health consultation service.</td>
<td>Early Childhood Leaders</td>
<td>Time and TA money to attend training</td>
<td>July 2017-September 2018</td>
</tr>
<tr>
<td>3. Share results with the Family and Community Engagement committee and seek advice.</td>
<td>FCE Manger and Advisory Committee</td>
<td>Time</td>
<td>August 2017 to June 2018</td>
</tr>
</tbody>
</table>
Butler County Educational Service Center Head Start Program  
Self-Assessment 2017  
PROGRAM IMPROVEMENT PLAN FOR Health and Safety

**Goal 1:** Children will be safe while at school (preschoolers) and in their homes (Early Head Start).

**Desired Outcomes:** Children are safe.  
**Monitoring:** Track data for reduced incidences including, Child Incidence Reports, Improved Health and Safety Surveys, and completion of Annual EHS Home Safety Assessments and referrals.

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</thead>
<tbody>
<tr>
<td>1. Implement the use of an online Child Incident Reporting system.</td>
<td>Head Start Director, Early Childhood Leaders, Head Start staff.</td>
<td>Time and collaborations</td>
<td>August 2017 to June 2018</td>
</tr>
<tr>
<td>2. Compile and share data with Safety Advisory and Health Advisory and seek advice.</td>
<td>Early Childhood Leaders</td>
<td>Time and money to attend training as needed and purchase new data system for child incident report</td>
<td>July 2017 to June 2018</td>
</tr>
</tbody>
</table>
Consultant Agreement

Loving Guidance, Inc - P.O. Box 622407 - Oviedo, FL 32782-2407 - Contract 1789

This agreement dated 08/17/2017, is made by and between Loving Guidance, Inc. (herein after referred to as CONSULTANT) and by the party named below as Hiring Party (herein referred to as HIRING PARTY). The CONSULTANT hereby agrees to perform the following services satisfactorily:

HIRING PARTY
Butler County Educational Service Center
Therese Hunt
400 N. Erie Blvd., Suite A
Hamilton, OH 45011
P: 513-896-2351
F: 513-899-2320
C: 513-265-2040
E: hunttt@bcesc.org

Billing Information (if different):
Butler County Educational Service Center

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<tr>
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<tr>
<td>400 N. Erie Blvd., Suite A</td>
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<tr>
<td>Hamilton, OH 45011</td>
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<tr>
<td><a href="mailto:hunttt@bcesc.org">hunttt@bcesc.org</a></td>
</tr>
<tr>
<td><a href="mailto:jacksonk@bcesc.org">jacksonk@bcesc.org</a></td>
</tr>
<tr>
<td>513-896-2351</td>
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</tbody>
</table>

EVENT INFORMATION

Date: 11/7/2017  1-Day Training
Time: 8:00am to 3:00pm EST
Presenter: Renee Sutherland, Certified Instructor

SPEAKING FEE AND EXPENSES

Speaking Fee: $3,170 for 1-day training which includes all travel and expenses

Payment for services should be to Loving Guidance, Inc. (Fed ID #92-3386731). HIRING PARTY will be invoiced for speaking fees and travel expenses upon signing. Payment is due 30 days after service is completed.

Applicable travel receipts will be attached ONLY if HIRING PARTY requests.

Loving Guidance reserves the right to substitute speaker(s) for this event.

Flat rate fee includes expenses. If signed contract is not received at least 30 days prior to the event, an additional fee of $550 is added to cover additional car/hotel/airfare costs.

EQUIPMENT AND ROOM SET-UP SPECIFICATIONS

The HIRING PARTY will provide the following AV equipment and furnishings at each speaking site for the CONSULTANT:

- Mobile wireless hands free microphone (wireless Lavalliere microphone preferred, no hand-held microphones)
- Screen or a white wall visually accessible to the entire audience
- LCD Projector
- Public address system with ability to hook laptop and LCD projector into sound system with necessary power cords
- Small Table to hold all AV equipment
- No podium
- Two (2) tables at least 4ft x 6ft on stage
- Water for the presenter

*Please email Heather Scott at heather.scott@consciousdiscipline.com if you have any questions regarding this equipment.

TRAVEL INFORMATION

CONSULTANT will obtain all travel arrangements to include air, hotel and car rental, if necessary; however, no purchase will occur until such time as this contract is signed by both parties.
Join us for high-quality national presenters bringing the latest strategies to use in our classrooms and improve student achievement. Our professional development opportunities listed below are SUTQ approved.

**SEPTEMBER 15, 2017**
Time: 8:00 AM – 4:00 PM  
Location: Butler Tech  
3603 Hamilton Middletown Rd, Hamilton, OH 45011

**Using Visual Strategies, Behavioral Strategies, and Educaitonal Supports to Meet the Needs of all Students**  
**Presenter:** Mo Buti, M.Ed-BD, M.Ed-ADMIN, QIPD  
**Description:** Mo is a dynamic international speaker and well-respected authority on autism, intellectual disabilities, adult services, behavioral strategies, educational supports, and more.  
**COST:** $50 per person. For groups of 5 or more, contact us for special pricing.

**NOVEMBER 7, 2017**
Time: 8:00 AM – 4:00 PM  
Location: Holiday Inn  
5800 Muhlhauser Rd., West Chester Township, OH 45069

**Resilience is Not Just for Kids**  
**Presenter:** Renee Sutherland, Conscious Discipline Certified Instructor  
**Description:** In this busy and ever-changing world in which we live, being the best we can be for ourselves, our families and our jobs can be challenging. In this interactive training, participants will learn how to take responsibility for their own resilience as they explore the four dimensions of resilience, principles of Conscious Discipline, and learn helpful strategies for increasing their stamina, vitality, and general health through proven resilience strategies.  
**Learning Outcomes:**  
- Define four dimensions of resilience  
- Demonstrate an understanding of how stress impacts well-being  
- Identify strategies that build personal resilience  
**COST:** $50 per person. For groups of 5 or more, contact us for special pricing.

**FEBRUARY 16, 2018**
Time: 8:00 AM – 4:00 PM  
Location: Butler County ESC  
400 N. Erie Blvd, Hamilton, OH 45011

**Preschool-a-Polooza**  
**Morning Presenter:** Heather Nusbaum, Early Childhood Specialist, Office of Head Start, Training and Technical Assistance Center; Region V-Ohio  
**Description:** Learn new strategies to meet the learning needs of your students using engaging math activities, strategies on handling challenging behaviors, and develop a better understanding of poverty and its impact on early childhood learners.  
**Afternoon Sessions:**  
- Bridges Out Of Poverty  
- Pyramid Model  
- High5Mathematize practice  
**COST:** $50 per person. For groups of 5 or more, contact us for special pricing.
Resolution No. ____________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement – St. Peter in Chains Catholic School

The Butler County Educational Service Center agrees to provide curriculum services for St. Peter in Chains Catholic School. Georgine Bowman will coordinate with Michael Collins at St. Peter in Chains Catholic School for assignment of services.

The term of this agreement is for Instructional Coaching to be delivered on 8/1/2017 through 5/31/2018. Compensation will be paid to the Butler County ESC in the amount of $1,260.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for curriculum services, the district will be billed in the amount of $900 for PD/$600 for Coaching/$500 for Facilitation with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Hamilton Cityys School District and the duly authorized representatives of the Butler County Educational Service Center on 5/19/2017.

[Signature]
Hamilton City School District

8/30/17
Date

Mr. Graham Pritchard, President
Butler County ESC

Date

Ken Ulm, Treasurer
Butler County ESC

Date
Resolution No. ____________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement

Ross Local School District Interpreter Services

The Butler County Educational Service Center agrees to provide Interpreter Services for Ross Local School District. Wendy Folino will coordinate with Bradley Webb at Ross Local Schools for assignment of services.

The term of this agreement is for services to be delivered on August 21, 2017 - June 30, 2018 not to exceed $49,686.
The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer's Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for Interpreter Services, the district will be billed in the amount of $39 per hour with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Ross Local School District and the duly authorized representatives of the Butler County Educational Service Center on August 21, 2017.

[Signature]
Ross Local School District

8-21-17
Date

Mr. Graham Pritchard, President
Butler County ESC

[Signature]
Date

Ken Ulm, Treasurer
Butler County ESC

[Signature]
Date
BUTLER COUNTY EDUCATIONAL SERVICE CENTER

CONSULTANT AGREEMENT – NATALIE RINEHART

The Governing Board of the Butler County Educational Service Center (the "BCESC") agrees to retain Natalie Rinehart, as a Consultant. He/She will report to the BCESC Curriculum Director for assignment.

Natalie Rinehart agrees he/she is not an employee of the BCESC and that he/she is an independent contractor who shall determine the method, details and means of performing the required services under this agreement. Natalie Rinehart expressly agrees that he/she waives any and all rights provided by law to employees of the BCESC, including but not limited to workers’ compensation coverage, the right to evaluations, notice of non-renewal, fringe benefits, accumulation of sick and other forms of leave, etc. Natalie Rinehart, as an independent contractor is not authorized to make a contract, agreement or promise on behalf of the BCESC, or to create any implied obligation on behalf of the BCESC. Natalie Rinehart is solely responsible for travel expenses, federal, state and local taxes and workers’ compensation. Further, he/she agrees to complete and return the attached W-9 and Ohio New Hire Reporting form with this signed agreement.

The term of this agreement is for services to be delivered from August 22, 2017 through June 30, 2018 unless sooner terminated as provided in this agreement. Compensation will be paid to Natalie Rinehart at the rate of $350 per day for district instructional coaching, planning and professional development services. Natalie Rinehart shall perform his/her services as described herein on an as-needed basis as determined by Superintendent or his/her designee, for a maximum of not more than 100 days. An additional $20.00 per day can be invoiced for out-of-county work as approved by the BCESC Curriculum Director.

Contracted days necessary for designated and/or designed workshops, appointed participation in professional development, and requested meetings will be paid in the amount of $350 per day with prior approval from the BCESC Curriculum Director.

The consultant will invoice the BCESC for his/her services prior to payment. Invoices are to be submitted by the 10th of each month and initialed by BCESC Curriculum Director, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011, for approval and payment.

If required by law, Natalie Rinehart shall maintain and furnish to the BCESC evidence of a valid and appropriate certificate/license to perform said services in accordance with the laws of Ohio. Said certificate/license shall remain in effect throughout the life of this agreement.

No employment-related benefits or withholdings shall be paid for or made by the BCESC unless otherwise required by law. Natalie Rinehart acknowledges he/she is responsible for the payment of all charges and taxes applicable to the services performed under this agreement, including any and all federal, state, or local taxes, charges, fees, or contributions required to be paid with respect to his/her engagement in the performance of this agreement, including
without limitation, unemployment compensation, social security, workers’ compensation, and payroll tax withholding. Natalie Rinehart agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed upon him/her as a result of his/her status as an independent contractor.

If the BCESC is assessed, found liable, or responsible in any manner for the charges, withholdings or taxes referenced above, Natalie Rinehart agrees to hold the BCESC harmless from those costs. In the event any benefits or withholdings are required by operation of law or determined to be required, Natalie Rinehart agrees the costs or amounts of such benefits or withholdings may be deducted from the contract amount as contract payments are made to him/her; or if there is no unpaid balance under this agreement or if such balance is insufficient, the remainder shall be reimbursed to the BCESC by Natalie Rinehart within thirty (30) days following receipt of an invoice therefore.

Natalie Rinehart agrees to indemnify and hold the BCESC harmless from any and all claims, demands, controversies, or causes of actions arising out negligent acts or omissions which occur in the performance of his/her duties under this agreement that result in injury or damages to person or property, disability and death.

Either party shall be free to terminate this agreement by providing at least ten (10) calendar days advanced written notice of such termination.

If any portion of this agreement is deemed to be illegal due to conflict with state or federal law, the remainder of this agreement shall remain in full force and effect.

The parties to this agreement acknowledge that the signing of this agreement is voluntary on their part and done with full knowledge of the contract of the agreement. It is further agreed that this agreement constitutes the full, final and complete understanding of the parties concerning this matter. Any amendments or modifications to this agreement shall be in writing and signed by the parties.

This agreement is executed by Natalie Rinehart and the duly authorized representatives of the Butler County Educational Service Center on September 15, 2017.

Natalie Rinehart  
Consultant  

8-22-17  
Date  

Mr. Graham Pritchard, President  
Butler County ESC Governing Board  

Date  

Ken Ulm, Treasurer  
Butler County ESC  

Date
BUTLER COUNTY EDUCATIONAL SERVICE CENTER

CONSULTANT AGREEMENT – RIGHT PATH ENTERPRISES, LLC (MELINDA KELLY)

The Governing Board of the Butler County Educational Service Center (the “BCESC”) agrees to retain Right Path Enterprises, LLC (MELINDA KELLY), as a Consultant. He/She will report to the BCESC Curriculum Director for assignment.

Right Path Enterprises, LLC (MELINDA KELLY) agrees he/she is not an employee of the BCESC and that he/she is an independent contractor who shall determine the method, details and means of performing the required services under this agreement. Right Path Enterprises, LLC (MELINDA KELLY) expressly agrees that he/she waives any and all rights provided by law to employees of the BCESC, including but not limited to workers’ compensation coverage, the right to evaluations, notice of non-renewal, fringe benefits, accumulation of sick and other forms of leave, etc. Right Path Enterprises, LLC (MELINDA KELLY), as an independent contractor is not authorized to make a contract, agreement or promise on behalf of the BCESC, or to create any implied obligation on behalf of the BCESC. Right Path Enterprises, LLC (MELINDA KELLY) is solely responsible for travel expenses, federal, state and local taxes and workers’ compensation. Further, he/she agrees to complete and return the attached W-9 and Ohio New Hire Reporting form with this signed agreement.

The term of this agreement is for services to be delivered from August 21, 2017 through June 30, 2018 unless sooner terminated as provided in this agreement. Compensation will be paid to Right Path Enterprises, LLC (MELINDA KELLY) at the rate of $350 per day for providing Gifted Services/Consulting. Right Path Enterprises, LLC (MELINDA KELLY) shall perform his/her services as described herein on an as-needed basis as determined by Superintendent or his/her designee, for a maximum of not more than 50 days. An additional $20.00 per day can be invoiced for out-of-county work as approved by the BCESC Curriculum Director.

Contracted days necessary for designated and/or designed workshops, appointed participation in professional development, and requested meetings will be paid in the amount of $350 per day with prior approval from the BCESC Curriculum Director.

The consultant will invoice the BCESC for his/her services prior to payment. Invoices are to be submitted by the 10th of each month and initialed by BCESC Curriculum Director, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011, for approval and payment.

If required by law, Right Path Enterprises, LLC (MELINDA KELLY) shall maintain and furnish to the BCESC evidence of a valid and appropriate certificate/license to perform said services in accordance with the laws of Ohio. Said certificate/license shall remain in effect throughout the life of this agreement.

No employment-related benefits or withholdings shall be paid for or made by the BCESC unless otherwise required by law. Right Path Enterprises, LLC (MELINDA KELLY) acknowledges
he/she is responsible for the payment of all charges and taxes applicable to the services performed under this agreement, including any and all federal, state, or local taxes, charges, fees, or contributions required to be paid with respect to his/her engagement in the performance of this agreement, including without limitation, unemployment compensation, social security, workers’ compensation, and payroll tax withholding. **Right Path Enterprises, LLC (MELINDA KELLY)** agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed upon him/her as a result of his/her status as an independent contractor.

If the BCESC is assessed, found liable, or responsible in any manner for the charges, withholdings or taxes referenced above, **Right Path Enterprises, LLC (MELINDA KELLY)** agrees to hold the BCESC harmless from those costs. In the event any benefits or withholdings are required by operation of law or determined to be required, **Right Path Enterprises, LLC (MELINDA KELLY)** agrees the costs or amounts of such benefits or withholdings may be deducted from the contract amount as contract payments are made to him/her; or if there is no unpaid balance under this agreement or if such balance is insufficient, the remainder shall be reimbursed to the BCESC by **Right Path Enterprises, LLC (MELINDA KELLY)** within thirty (30) days following receipt of an invoice therefore.

**Right Path Enterprises, LLC (MELINDA KELLY)** agrees to indemnify and hold the BCESC harmless from any and all claims, demands, controversies, or causes of actions arising out negligent acts or omissions which occur in the performance of his/her duties under this agreement that result in injury or damages to person or property, disability and death.

Either party shall be free to terminate this agreement by providing at least ten (10) calendar days advanced written notice of such termination.

If any portion of this agreement is deemed to be illegal due to conflict with state or federal law, the remainder of this agreement shall remain in full force and effect.

The parties to this agreement acknowledge that the signing of this agreement is voluntary on their part and done with full knowledge of the contract of the agreement. It is further agreed that this agreement constitutes the full, final and complete understanding of the parties concerning this matter. Any amendments or modifications to this agreement shall be in writing and signed by the parties.

This agreement is executed by **Right Path Enterprises, LLC (MELINDA KELLY)** and the duly authorized representatives of the Butler County Educational Service Center on September 15, 2017.

![Signature](Melinda KELLY)

Consultant

Aug. 12, 2017

Date

Mr. Graham Pritchard, President
Butler County ESC Governing Board

Date

Ken Ulm, Treasurer
Butler County ESC

Date
Resolution No.__________________________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement – Hillsboro City Schools

The Butler County Educational Service Center agrees to provide curriculum services for Hillsboro City Schools. Georgine Bowman will coordinate with Diane Michael at Hillsboro City Schools for assignment of services.

The term of this agreement is for Instructional Coaching to be delivered on 8/1/2017 through 5/31/2018. Compensation will be paid to the Butler County ESC in the amount of $43,554.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for curriculum services, the district will be billed in the amount of $920 for PD/$620 for Coaching/$520 Facilitation with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Hillsboro City Schools and the duly authorized representatives of the Butler County Educational Service Center on 7/15/2017.

Hillsboro City Schools
Tim Davis, Superintendent

Mr. Graham Pritchard, President
Butler County ESC

Ken Ulm, Treasurer
Butler County ESC
Resolution No. ______________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement – Williamsburg Local Schools

The Butler County Educational Service Center agrees to provide curriculum services for Williamsburg Local Schools. Georgine Bowman will coordinate with Heather Powell at Williamsburg Local Schools for assignment of services.

The term of this agreement is for Curriculum Services to be delivered on 8/1/2017 through 3/30/2018. Compensation will be paid to the Butler County ESC in the amount of $4,599.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for curriculum services, the district will be billed in the amount of $920 for PD/$620 for Coaching/$520 Facilitation with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Williamsburg Local Schools and the duly authorized representatives of the Butler County Educational Service Center on 5/15/2017.

[Signature]
Williamsburg Local Schools

8/24/17
Date

Mr. Graham Pritchard, President
Butler County ESC

[Signature]
Date

Ken Ulm, Treasurer
Butler County ESC

[Signature]
Date
BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement – Fairfield City Schools

The Butler County Educational Service Center agrees to provide curriculum services for Fairfield City Schools. Georgine Bowman will coordinate with Lani Wildow at Fairfield City Schools for assignment of services.

The term of this agreement is for Professional Development and Instructional Coaching to be delivered on 9/1/2017 through 5/31/2017. Compensation will be paid to the Butler County ESC in the amount of $23,480.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer's Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for curriculum services, the district will be billed in the amount of $900 for PD/$600 for Coaching/$500 for Facilitation with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Fairfield City Schools and the duly authorized representatives of the Butler County Educational Service Center on 5/19/2017.

Nancy R. Pare
Fairfield City Schools Treasurer

Date

Mr. Graham Pritchard, President
Butler County ESC

Date

Ken Ulm, Treasurer
Butler County ESC

Date
Resolution No. __________________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Professional Development Sessions – Middletown City Schools

The Butler County Educational Service Center agrees to provide curriculum services for Middletown City Schools. Georigne Bowman will coordinate with Carolyn Mack at Middletown City Schools for assignment of services.

The term of this agreement is for Resident Educator Orientation PD to be delivered on 8/2/2017 through 8/2/2017. Compensation will be paid to the Butler County ESC in the amount of $945.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

If additional days of service are necessary for curriculum services, the district will be billed in the amount of $900 for PD/$600 for Coaching/$500 for Facilitation with prior approval from the district representative and the BCESC coordinator.

This agreement is executed by Middletown City Schools and the duly authorized representatives of the Butler County Educational Service Center on 4/22/2017.

Carolyn Mack
Middletown City Schools

8/25/17
Date

Mr. Graham Pritchard, President
Butler County ESC

Date

Ken Ulm, Treasurer
Butler County ESC

Date
Resolution No. _____________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement

Preble Shawnee Local School District – Psychology Services

The Butler County Educational Service Center agrees to provide Psychology Services to Preble Shawnee Local School District. Wendy Folino will coordinate with Jennifer Taulbee at Preble Shawnee Local Schools for assignment of services.

The term of this agreement is for services to be delivered between Aug. 1, 2017 - July 31, 2018. Compensation will be paid to the Butler County ESC in the amount of $63.00 an hour for Psychology Services.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer's Office, located at the Butler County Educational Service Center, 400 North Erle Blvd., Suite A, Hamilton, Ohio 45011.

This agreement is executed by Preble Shawnee Local School District on August 1, 2017.

Preble Shawnee Local Schools

Mollie battered, Treasurer

Mr. Graham Pritchard, President
Butler County ESC

Ken Ulm, Treasurer
Butler County ESC

8/10/17
Date

8/10/17
Date
Agreement for Services – Infant Mortality Enhanced Payment

This Agreement for Services, effective August 21, 2017 through July 27, 2018, between The Light Ministries, 831 11th Avenue, Middletown, OH 45044 and the Butler County Educational Service Center, on behalf of the Butler County Family Children First Council, hereby establishes that The Light Ministries and Butler County FCFC contract and agree as follows:

The Light Ministries ("Recipient") will ensure the provision of the following activities as a part of the Butler County Partnership to Reduce Infant Mortality:

- Collection and reporting of data for all programs. Non-identified client data will be submitted to Butler County FCFC for reporting purposes on a monthly, semi-annual and annual basis.
- Maintain all receipts and expense documentation and provide documentation to invoices upon request
- Employ 3 trained Community Health Workers for support of the Families First Program for the purpose of reducing infant mortality, with emphasis on high risk communities:
  - Require CHW attendance at all relevant CHW and Infant Mortality related trainings, conferences, and professional development opportunities including but not limited to: breastfeeding support, birth coaching, cultural competency, Partners for a Healthy Baby training, etc.
  - Require CHW attendance at 1 monthly (2 hours) learning community/support meetings with other Butler County CHWs.
  - Provide a desk, telephone, computer, printer access, work space, and all office supplies.
  - Treat the CHW as a valued member of your staff; provide opportunities for work in the community (20%), in client homes/other locations at request of client (50%), and in the office (30%).
  - Utilize the Ohio Department of Health guidelines for High Hopes/Mom’s and Babies First (MBF) as guidelines for program standards and rules (provided by MBF). See Attachment 1: Expectations for Community Health Workers.
- Make referrals to PRIM and other IM related programs as appropriate such as Mom’s Quit for Two, NEST, etc.
- Consider entering into an MOU with BCHD to be a distribution site for Cribs for Kids (free Pack and Plays)
- Grant funds will be made available, either directly via this contract or through direct payment by the Butler County FCFC, for the following:
  - Hourly compensation no less than $14/hour, fringe benefits as available, as well as reimbursement for mileage expenses. CHWs should provide their own vehicle unless otherwise provided by the organization.
  - All needed training materials including Partners for a Healthy Baby manuals, etc.
  - Partners For A Healthy Baby 3 Day Training
  - Cost of professional development related to the role of CHW, Infant Mortality, Breastfeeding, Cultural Competency, etc.
  - A lap top computer and printer (if an office printer is not available), organization purchases the computer desired, the grant will cover the expense.
  - 'CHW Starter Kit' of educational materials and demos used during home visits (3-D models of pregnancy, samples of birth control options, brochures, etc.)
  - Cost of any CHW Supervisor Training (for those managing the CHWs).

This agreement is contingent on the availability of funds to the Butler County FCFC from the Infant Mortality Enhanced Payment and will not exceed $106,680. An initial payment of 50% will be made upon receipt of an invoice from The Light Ministries. Following that initial payment, the remaining 50% may be invoiced in March 2018, dependent on successful implementation. Each invoice will document expenses to date per budget category. See paragraph 10 for requirements re: unspent funds.
Agreement for Services – Infant Mortality Enhanced Payment

1. Requirements Applicable to Recipient and the Enhanced Payment. The Light Ministries agrees that any activities funded by the Enhanced Payment shall comply with the requirements set forth below.

   a. Federal Debarment Requirements. Recipient affirms that neither Recipient nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. Recipient also affirms that within three years preceding this Agreement neither Recipient nor any of its principals:

      i. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or

      ii. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.

   b. Qualifications to Conduct Business. Recipient affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Agreement period Recipient, for any reason, becomes disqualified from conducting business in the State of Ohio, Recipient will immediately notify Butler County FCFC in writing and will immediately cease performance of all Deliverables.


      i. Recipient certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.

      ii. In carrying out this Agreement, Recipient will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.

      iii. Recipient agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.

      iv. Recipient will incorporate the foregoing requirements of this Sub-Paragraph in all of its subgrants or subcontracts for any of the work prescribed herein.

   e. Ethics and Conflicts of Interest Laws.

      i. Recipient certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio’s ethics and conflict of interest laws. Recipient further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
ii. Recipient certifies, by executing this Agreement, that no party who holds a position listed or described in ORC 3517.13 (1) or (J), has made, while in his/her current position, one or more personal monetary contributions in excess of One Thousand and 00/100 Dollars ($1,000.00) to the current Governor or to the Governor’s campaign committee when he was a candidate for office within the previous two calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.

iii. Recipient agrees to refrain from promising or giving to any ODM employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee’s duties. BCFCFC further agrees that it will not solicit any ODM employee to violate ORC 102.03, 2921.42, or 2921.43.

iv. Recipient agrees that Recipient, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of Recipient’s functions and responsibilities under this Agreement. If Recipient, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, Recipient agrees it will immediately disclose the interest in writing to the Butler County FCFC. Recipient further agrees that the person with the conflicting interest will not participate in any activities under this agreement until Butler County FCFC determines that participation would not be contrary to public interest.

f. Pro-Child Act. If any Deliverables call for services to minors, Recipient agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C—Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.

g. Drug-Free Workplace. Recipient, its officers, employees, members, any subcontractors and/or any independent contractors (including all field staff) associated with this Agreement agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. Recipient will make a good faith effort to ensure that none of Recipient’s officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

h. Expenditure of Public Funds for Offshore Services—Executive Order Requirements.

i. Recipient certifies that by executing this Agreement, it has reviewed, understands, and will abide by the Governor’s Executive Order 2011-12K and shall abide by those requirements in the performance of this Agreement, and shall perform no services required under this Agreement outside of the United States.

ii. Prior to performing any services, and when there is a change in the location of any services provided under this Agreement, Recipient must disclose:

   a) The location(s) where all services will be performed by Recipient or any subcontractor;

   b) The location(s) where any state data associated with any of the services through this Agreement will be accessed, tested, maintained, backed-up, or stored; and

   c) The principal location of business for the Recipient and all subcontractors.
Agreement for Services – Infant Mortality Enhanced Payment

iii. Recipient also affirms, understands, and agrees to immediately notify ODM of any change or shift in the location(s) of services performed by Recipient or its subcontractors under this Agreement, and no services shall be changed or shifted to a location outside of the United States.

i. Combatting Trafficking in Persons.

i. Recipient agrees that it is in compliance with the Federal Acquisition Regulation (FAR) for Combatting Trafficking in Persons, 48 CFR Subpart 22.17, in which “the United States Government has adopted a zero tolerance policy regarding trafficking in persons.” The provisions found in 48 CFR Subpart 52.2, specifically Subpart 52.222-50 are hereby incorporated into this Agreement by reference.

ii. Recipient, its employees, its subcontractors, or subcontractor’s employees are prohibited from the following activities:

a) Engaging in severe forms of trafficking in persons during the period of performance of the Agreement;

b) Procuring commercial sex acts during the period of performance of the Agreement; or

c) Using forced labor in the performance of the Agreement.

iii. Recipient agrees that it shall notify its employees, and require all of its subcontractors to notify their employees, of the prohibited activities described in the preceding paragraph.

iv. Butler County FCFC has the right to immediately and unilaterally terminate this Agreement if any provision in this Section is violated and ODM may implement section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), see 2 CFR Part 175.


k. Certification of Compliance. Recipient certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

2. Requirements Related to Measure and Metrics. Recipient shall comply with the methods, metrics and measures set forth in its Proposal/Scope of Work attached hereto as Exhibit A. In addition, Recipient agrees to apply the following additional methods, metrics and measures related to activities funded by the Enhanced Payment:

a. Number of Community Gatherings/Events
b. Number of Participants
c. Measures Identified within Proposal/Scope of Work

3. Compliance with HIPAA. The parties acknowledge and agree that The Light Ministries will not disclose any personally identifying information or protected health information (“PHI”), as that term is defined by 45 CFR § 160.103 pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996 and the privacy and security rules promulgated thereunder, as amended from time to time, directly to Recipient.
Agreement for Services -- Infant Mortality Enhanced Payment

4. Reports. Recipient shall prepare and provide to Butler County FCFC periodic reports as may be required by Butler County FCFC while this Agreement is in effect, with a final report due within 30 days of the date this Agreement is terminated. Such reports shall contain financial and program information in formats as Butler County FCFC may require including a narrative account of what was accomplished with the Enhanced Payment; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of Enhanced Payment funds; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

In addition, the Recipient agrees to provide at least quarterly reports to the Butler County FCFC following the termination of this agreement in order to document impact and sustainability.

5. Meetings. In addition to providing periodic reports, the Recipient shall meet with Butler County FCFC upon request for purposes of providing further details about what has been accomplished with Enhanced Payment funding; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of the Enhanced Payment; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

6. Books and Records: Recipient agrees to retain all records, documents, writings or other information related to the Enhanced Payment, the use of the Enhanced Payment, and this Agreement for a minimum of ten (10) years from the date this Agreement is terminated or, in the event Recipient has been notified that state or federal authorities have commenced an audit or investigation related to the Enhanced Payment or this Agreement, until such time as the matter under audit or investigation has been resolved. This requirement shall survive termination of this Agreement.

7. Access to Records and Information. At the request of Butler County FCFC, Recipient shall permit reasonable access to its files, records and personnel by Butler County FCFC (or its designated representatives) for the purpose of making financial audits, evaluations or verifications, program evaluations, or other verifications concerning this Enhanced Payment as Butler County FCFC deems necessary. This obligation shall survive termination of the Agreement.

8. Right to Withhold or Recoup of Enhanced Payment Funds. Butler County FCFC reserves the right to discontinue, modify or withhold payment of the Enhanced Payment or to require a total or partial repayment of the Enhanced Payment to Butler County FCFC for any of the following reasons: (a) the Enhanced Payment is used for any purpose other than as stated in the Agreement; (b) Recipient has not complied with the terms and conditions of this Agreement; (c) to protect the purpose and objectives of the Program; or (d) to comply with any law, regulation or guideline applicable to the Butler County FCFC, the Program or the Enhanced Payment. Any such withhold or recoup of Enhanced Payments shall be returned to Program funding.

9. Termination of Agreement. This Agreement shall terminate on July 27, 2018. This Agreement may also be terminated by mutual agreement of the parties. This Agreement may also be terminated by Butler County FCFC, at any time, with no further obligation to provide Enhanced Payment funding by Butler County FCFC giving at least fifteen (15) days prior written notice to Recipient. This Agreement may also be terminated by Butler County FCFC without prior notice for the following reasons: (a) Recipient breaches the terms or conditions of this Agreement; (b) Recipient is not, in the sole discretion of the Butler County FCFC, making progress toward the goals of the Program or attainment of measures or metrics set forth in this Agreement; or (c) the Enhanced Payment is used for any purpose not included in the terms of this Agreement.

10. Return of Unused Funds. Recipient agrees to return to Butler County FCFC any unused Enhanced Payment funds within ninety (90) days of termination of the Agreement. Any such return of unused Enhanced Payment funds shall be returned to Program funding.
11. Indemnification. To the extent allowable by law, Recipient shall indemnify, defend and hold harmless Butler County FCFC, ODM, and their respective officers, employees and agents from and against any and all third-party claims, actions, damages, liability, and related expenses, including but not limited to reasonable attorney's fees, in connection with any loss of any kind or claim, suit or demand arising out of or in any way connected with this Agreement or any activities undertaken by the Recipient, its officers, employees or agents in connection with or underlying the Enhanced Payment or use of the Enhanced Payment.

12. Insurance. Recipient shall purchase and maintain during the term of this Agreement and any extensions thereof, at its own expense, insurance in the amounts reasonable and customary for the activities in which Recipient is engaged. Without limiting the foregoing, Recipient shall maintain all insurance which is required by law, statute, ordinance or regulation of any jurisdiction having authority in whole or in part over the activities of Recipient. Further, upon Butler County FCFC’s request, Recipient shall provide Butler County FCFC with a certificate of insurance completed by its insurance carrier certifying that insurance coverages as required above are in effect. Recipient shall also give Butler County FCFC not less than thirty (30) calendar days’ written notice prior to any cancellation or material change to any policy of insurance. Further, upon Butler County FCFC’s request, Recipient shall name Butler County FCFC as an additional insured on any such coverages.

13. Notices. Any notice required to be given, report required to be produced, or information required to be provided pursuant to this Agreement shall be in writing and shall be sent via electronic mail and/or certified mail, postage prepaid, to the following:

To: Butler County Educational Service Center  
c/o Heather Wells  
400 N Erie Blvd, Ste A  
Hamilton, Ohio 45011  
wellsh@bcFCFC.org

To: The Light Ministries  
c/o Ruth Kelley  
831 Eleventh Ave.  
Middletown, OH 45044  
ruekelly1@aol.com

The above addresses may be changed at any time by either party upon written notice.

14. Entire Agreement. This Agreement together with any attached documents constitutes the entire agreement between the parties with respect to the matters contained herein and shall not be modified or rescinded, except by a writing signed by both parties. Any waiver by any party of any condition, or of the breach of any provision or term contained in this Agreement, shall not be deemed to be or construed as waiver of any such condition, or of the breach of any other provision or term, of this Agreement. This Agreement supersedes all other prior agreements between the parties.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio.

16. Severability. If any provision of this Agreement is held invalid or unenforceable for any reason, the validity of the remainder of this Agreement shall not be affected.

17. Headings. Headings in this Agreement are intended as reference guides only and are not to be considered part of the Agreement.
Agreement for Services – Infant Mortality Enhanced Payment

18. Authority. The Parties each represent and warrant that the person signing this Agreement has the authority to do so and is acting within the scope of his or her authority.

19. Assignment. Recipient may not assign its rights or responsibilities under this Agreement without the prior written consent of Butler County FCFC. Butler County FCFC may assign its rights and responsibilities under this Agreement to a third party.

20. Effective Date. This Agreement shall be effective as of July 27, 2017, and shall continue in force until the date stated in Paragraph 11 or options to terminate under Paragraph 9 have been successfully exercised.

21. Counterpart. This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same contract.

The Light Ministries and the Butler County Educational Service Center execute this agreement on the 28th day of August, 2017.

[Signature]
Executive Director
Butler County FCFC

[Signature]
Representative
The Light Ministries

[Signature]
Board President
Butler Co. Educational Service Center

[Signature]
Treasurer
Butler Co. Educational Service Center

Page 7 of 8
Attachment One: Expectations of Community Health Workers

- Documenting all outreach and home visiting activities in each client’s file
- Recruiting and maintaining a caseload
- Conducting door to door and/or other grass roots canvassing activities
- Case Management of clients
- Being culturally and linguistically appropriate
- Providing face to face home visits and education with each client in their caseload
- Completing Client Intake Report, Birth Outcome Report and Exit Report (examples will be provided)
- Updating client risk factors. An updated Client Intake Report must be completed for each change noted.
- Outreach, case management, home visiting and care coordination activities as described by ODH Standards.
- Providing appropriate referrals and follow up services for each client
- Assuring enrollment in WIC with completed CPA forms
- Case finding and client identification; liaison between client and service agencies; facilitate entry into prenatal care; provide reinforcement of education and linkages to health care and social services
- Ensuring attendance at trainings and quality assurance activities as needed and necessary to acquire, update, and maintain skills and information
- Encouraging and empowering clients in independent problem-solving
- Maintaining client confidentiality, and maintain professional boundaries
- Reporting and maintaining regular contact with the Project Manager/Supervisor
- Meeting and complying with the Quality Assurance (accountability) issues related to this position.
- Interacting with clients, co-workers, supervisors, and the public in a professional manner that is respectful, courteous, and work appropriate at all times.
- Other duties as assigned.
This Agreement for Services, effective September 11, 2017 through July 27, 2018, between Community Building Institute, 800 Lafayette Ave., Middletown, OH 45044 and the Butler County Educational Service Center, on behalf of the Butler County Family Children First Council, hereby establishes that Community Building Institute and Butler County FCFC contract and agree as follows:

Community Building Institute ("Recipient") will ensure the provision of the following activities as a part of the Butler County Partnership to Reduce Infant Mortality:

- Collection and reporting of data for all programs. Non-identified client data will be submitted to Butler County FCFC for reporting purposes on a monthly, semi-annual and annual basis.
- Maintain all receipts and expense documentation and provide documentation to invoices upon request
- Employ 1 trained Community Health Worker for the purpose of reducing infant mortality, with emphasis on high risk communities:
  - Require CHW attendance at all relevant CHW and Infant Mortality related trainings, conferences, and professional development opportunities including but not limited to: breastfeeding support, birth coaching, cultural competency, Partners for a Healthy Baby training, etc.
  - Require CHW attendance at 1 monthly (2 hours) learning community/support meetings with other Butler County CHWs.
  - Provide a desk, telephone, computer, printer access, work space, and all office supplies.
  - Treat the CHW as a valued member of your staff, provide opportunities for work in the community (20%), in client homes/other locations at request of client (50%), and in the office (30%).
  - Utilize the Ohio Department of Health guidelines for High Hopes/Mom's and Babies First (MBF) as guidelines for program standards and rules (provided by MBF). See Attachment A: Expectations for Community Health Workers.
- Make referrals to PRIM and other IM related programs as appropriate such as Mom's Quit for Two, NEST, Families First, etc.
- Consider entering into an MOU with BCHD to be a distribution site for Cribs for Kids (free Pack and Plays)
- Grant funds will be made available, either directly via this contract or through direct payment by the Butler County FCFC, for the following:
  - Hourly compensation no less than $14/hour, fringe benefits as available, as well as reimbursement for mileage expenses. CHWs should provide their own vehicle unless otherwise provided by the organization.
  - All needed training materials including Partners for a Healthy Baby manuals, etc.
  - Partners For A Healthy Baby 3 Day Training
  - Cost of professional development related to the role of CHW, Infant Mortality, Breastfeeding, Cultural Competency, etc.
  - A lap top computer and printer (if an office printer is not available), organization purchases the computer desired, the grant will cover the expense.
  - 'CHW Starter Kit' of educational materials and demos used during home visits (3-D models of pregnancy, samples of birth control options, brochures, etc.)
  - Cost of any CHW Supervisor Training (for those managing the CHWs).

This agreement is contingent on the availability of funds to the Butler County FCFC from the Infant Mortality Enhanced Payment and will not exceed $38,225. An initial payment of 50% will be made upon receipt of an invoice from Community Building Institute Following that initial payment, the remaining 50% may be invoiced in March 2018, dependent on successful implementation. Each invoice will document expenses to date per budget category. See paragraph 10 for requirements re: unspent funds.
Agreement for Services – Infant Mortality Enhanced Payment

1. Requirements Applicable to Recipient and the Enhanced Payment. Community Building Institute agrees that any activities funded by the Enhanced Payment shall comply with the requirements set forth below.
   a. Federal Debarment Requirements. Recipient affirms that neither Recipient nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. Recipient also affirms that within three years preceding this Agreement neither Recipient nor any of its principals:

   i. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or

   ii. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.

   b. Qualifications to Conduct Business. Recipient affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Agreement period Recipient, for any reason, becomes disqualified from conducting business in the State of Ohio, Recipient will immediately notify Butler County FCFC in writing and will immediately cease performance of all Deliverables.


      i. Recipient certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.

      ii. In carrying out this Agreement, Recipient will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.

      iii. Recipient agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.

      iv. Recipient will incorporate the foregoing requirements of this Sub-Paragraph in all of its subgrants or subcontracts for any of the work prescribed herein.

   e. Ethics and Conflicts of Interest Laws.

      i. Recipient certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio’s ethics and conflict of interest laws. Recipient further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
ii. Recipient certifies, by executing this Agreement, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one or more personal monetary contributions in excess of One Thousand and 00/100 Dollars ($1,000.00) to the current Governor or to the Governor’s campaign committee when he was a candidate for office within the previous two calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.

iii. Recipient agrees to refrain from promising or giving to any ODM employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee’s duties. BCFC further agrees that it will not solicit any ODM employee to violate ORC 102.03, 2921.42, or 2921.43.

iv. Recipient agrees that Recipient, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of Recipient’s functions and responsibilities under this Agreement. If Recipient, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, Recipient agrees it will immediately disclose the interest in writing to the Butler County FCFC. Recipient further agrees that the person with the conflicting interest will not participate in any activities under this agreement until Butler County FCFC determines that participation would not be contrary to public interest.

f. Pro-Child Act. If any Deliverables call for services to minors, Recipient agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.

g. Drug-Free Workplace. Recipient, its officers, employees, members, any subcontractors and/or any independent contractors (including all field staff) associated with this Agreement agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. Recipient will make a good faith effort to ensure that none of Recipient's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

h. Expenditure of Public Funds for Offshore Services—Executive Order Requirements.

i. Recipient certifies that by executing this Agreement, it has reviewed, understands, and will abide by the Governor’s Executive Order 2011-12K and shall abide by those requirements in the performance of this Agreement, and shall perform no services required under this Agreement outside of the United States.

ii. Prior to performing any services, and when there is a change in the location of any services provided under this Agreement, Recipient must disclose:

   a) The location(s) where all services will be performed by Recipient or any subcontractor;

   b) The location(s) where any state data associated with any of the services through this Agreement will be accessed, tested, maintained, backed-up, or stored; and

   c) The principal location of business for the Recipient and all subcontractors.
Agreement for Services – Infant Mortality Enhanced Payment

iii. Recipient also affirms, understands, and agrees to immediately notify ODM of any change or shift in the location(s) of services performed by Recipient or its subcontractors under this Agreement, and no services shall be changed or shifted to a location outside of the United States.

i. Combatting Trafficking in Persons.

i. Recipient agrees that it is in compliance with the Federal Acquisition Regulation (FAR) for Combatting Trafficking in Persons, 48 CFR Subpart 22.17, in which “the United States Government has adopted a zero tolerance policy regarding trafficking in persons.” The provisions found in 48 CFR Subpart 52.2, specifically Subpart 52.222-50 are hereby incorporated into this Agreement by reference.

ii. Recipient, its employees, its subcontractors, or subcontractor’s employees are prohibited from the following activities:

a) Engaging in severe forms of trafficking in persons during the period of performance of the Agreement;

b) Procuring commercial sex acts during the period of performance of the Agreement; or

c) Using forced labor in the performance of the Agreement.

iii. Recipient agrees that it shall notify its employees, and require all of its subcontractors to notify their employees, of the prohibited activities described in the preceding paragraph.

iv. Butler County FCFC has the right to immediately and unilaterally terminate this Agreement if any provision in this Section is violated and ODM may implement section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), see 2 CFR Part 175.


k. Certification of Compliance. Recipient certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

2. Requirements Related to Measure and Metrics. Recipient shall comply with the methods, metrics and measures set forth in its Proposal/Scope of Work attached hereto as Exhibit B. In addition, Recipient agrees to apply the following additional methods, metrics and measures related to activities funded by the Enhanced Payment:

a. Number of Community Gatherings/Events

b. Number of Participants

c. Measures Identified within Proposal/Scope of Work

3. Compliance with HIPAA. The parties acknowledge and agree that Community Building Institute will not disclose any personally identifying information or protected health information (“PHI”), as that term is defined by 45 CFR § 160.103 pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996 and the privacy and security rules promulgated thereunder, as amended from time to time, directly to Recipient.
4. **Reports.** Recipient shall prepare and provide to Butler County FCFC periodic reports as may be required by Butler County FCFC while this Agreement is in effect, with a final report due within 30 days of the date this Agreement is terminated. Such reports shall contain financial and program information in formats as Butler County FCFC may require including a narrative account of what was accomplished with the Enhanced Payment; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of Enhanced Payment funds; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

In addition, the Recipient agrees to provide at least quarterly reports to the Butler County FCFC following the termination of this agreement in order to document impact and sustainability.

5. **Meetings.** In addition to providing periodic reports, the Recipient shall meet with Butler County FCFC upon request for purposes of providing further details about what has been accomplished with Enhanced Payment funding; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of the Enhanced Payment; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

6. **Books and Records:** Recipient agrees to retain all records, documents, writings or other information related to the Enhanced Payment, the use of the Enhanced Payment, and this Agreement for a minimum of ten (10) years from the date this Agreement is terminated or, in the event Recipient has been notified that state or federal authorities have commenced an audit or investigation related to the Enhanced Payment or this Agreement, until such time as the matter under audit or investigation has been resolved. This requirement shall survive termination of this Agreement.

7. **Access to Records and Information.** At the request of Butler County FCFC, Recipient shall permit reasonable access to its files, records and personnel by Butler County FCFC (or its designated representatives) for the purpose of making financial audits, evaluations or verifications, program evaluations, or other verifications concerning this Enhanced Payment as Butler County FCFC deems necessary. This obligation shall survive termination of the Agreement.

8. **Right to Withhold or Recoup of Enhanced Payment Funds.** Butler County FCFC reserves the right to discontinue, modify or withhold payment of the Enhanced Payment or to require a total or partial repayment of the Enhanced Payment to Butler County FCFC for any of the following reasons: (a) the Enhanced Payment is used for any purpose other than as stated in the Agreement; (b) Recipient has not complied with the terms and conditions of this Agreement; (c) to protect the purpose and objectives of the Program; or (d) to comply with any law, regulation or guideline applicable to the Butler County FCFC, the Program or the Enhanced Payment. Any such withhold or recoup of Enhanced Payments shall be returned to Program funding.

9. **Termination of Agreement.** This Agreement shall terminate on July 27, 2018. This Agreement may also be terminated by mutual agreement of the parties. This Agreement may also be terminated by Butler County FCFC, at any time, with no further obligation to provide Enhanced Payment funding by Butler County FCFC giving at least fifteen (15) days prior written notice to Recipient. This Agreement may also be terminated by Butler County FCFC without prior notice for the following reasons: (a) Recipient breaches the terms or conditions of this Agreement; (b) Recipient is not, in the sole discretion of the Butler County FCFC, making progress toward the goals of the Program or achievement of measures or metrics set forth in this Agreement; or (c) the Enhanced Payment is used for any purpose not included in the terms of this Agreement.

10. **Return of Unused Funds.** Recipient agrees to return to Butler County FCFC any unused Enhanced Payment funds within ninety (90) days of termination of the Agreement. Any such return of unused Enhanced Payment funds shall be returned to Program funding.
11. **Indemnification.** To the extent allowable by law, Recipient shall indemnify, defend and hold harmless Butler County FCFC, ODM, and their respective officers, employees and agents from and against any and all third-party claims, actions, damages, liability, and related expenses, including but not limited to reasonable attorney's fees, in connection with any loss of any kind or claim, suit or demand arising out of or in any way connected with this Agreement or any activities undertaken by the Recipient, its officers, employees or agents in connection with or underlying the Enhanced Payment or use of the Enhanced Payment.

12. **Insurance.** Recipient shall purchase and maintain during the term of this Agreement and any extensions thereof, at its own expense, insurance in the amounts reasonable and customary for the activities in which Recipient is engaged. Without limiting the foregoing, Recipient shall maintain all insurance which is required by law, statute, ordinance or regulation of any jurisdiction having authority in whole or in part over the activities of Recipient. Further, upon Butler County FCFC's request, Recipient shall provide Butler County FCFC with a certificate of insurance completed by its insurance carrier certifying that insurance coverages as required above are in effect. Recipient shall also give Butler County FCFC not less than thirty (30) calendar days' written notice prior to any cancellation or material change to any policy of insurance. Further, upon Butler County FCFC's request, Recipient shall name Butler County FCFC as an additional insured on any such coverages.

13. **Notices.** Any notice required to be given, report required to be produced, or information required to be provided pursuant to this Agreement shall be in writing and shall be sent via electronic mail and/or certified mail, postage prepaid, to the following:

To: Butler County Educational Service Center  
c/o Heather Wells  
400 N Erie Blvd, Ste A  
Hamilton, Ohio 45011  
wellsh@bcFCFC.org

To: Community Building Institute  
c/o Karin Maney  
800 Lafayette Ave.  
Middletown, OH 45044  
karin@cbimiddletown.org

The above addresses may be changed at any time by either party upon written notice.

14. **Entire Agreement.** This Agreement together with any attached documents constitutes the entire agreement between the parties with respect to the matters contained herein and shall not be modified or rescinded, except by a writing signed by both parties. Any waiver by any party of any condition, or of the breach of any provision or term contained in this Agreement, shall not be deemed to be or construed as waiver of any such condition, or of the breach of any other provision or term, of this Agreement. This Agreement supersedes all other prior agreements between the parties.

15. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio.

16. **Severability.** If any provision of this Agreement is held invalid or unenforceable for any reason, the validity of the remainder of this Agreement shall not be affected.

17. **Headings.** Headings in this Agreement are intended as reference guides only and are not to be considered part of the Agreement.
Agreement for Services – Infant Mortality Enhanced Payment

18. Authority. The Parties each represent and warrant that the person signing this Agreement has the authority to do so and is acting within the scope of his or her authority.

19. Assignment. Recipient may not assign its rights or responsibilities under this Agreement without the prior written consent of Butler County FCFC. Butler County FCFC may assign its rights and responsibilities under this Agreement to a third party.

20. Effective Date. This Agreement shall be effective as of July 27, 2017, and shall continue in force until the date stated in Paragraph 11 or options to terminate under Paragraph 9 have been successfully exercised.

21. Counterpart. This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same contract.

Community Building Institute and the Butler County Educational Service Center execute this agreement on the 12th day of September, 2017.

Executive Director
Butler County FCFC

Date

Representative
Community Building Institute

Date

Board President
Butler Co. Educational Service Center

Date

Treasurer
Butler Co. Educational Service Center

Date
Attachment A: Expectations of Community Health Workers

- Documenting all outreach and home visiting activities in each client’s file
- Recruiting and maintaining a caseload
- Conducting door to door and/or other grass roots canvassing activities
- Case Management of clients
- Being culturally and linguistically appropriate
- Providing face to face home visits and education with each client in their caseload
- Completing Client Intake Report, Birth Outcome Report and Exit Report (examples will be provided)
- Updating client risk factors. An updated Client Intake Report must be completed for each change noted.
- Outreach, case management, home visiting and care coordination activities as described by ODH Standards.
- Providing appropriate referrals and follow up services for each client
- Assuring enrollment in WIC with completed CPA forms
- Case finding and client identification; liaison between client and service agencies; facilitate entry into prenatal care; provide reinforcement of education and linkages to health care and social services
- Ensuring attendance at trainings and quality assurance activities as needed and necessary to acquire, update, and maintain skills and information
- Encouraging and empowering clients in independent problem-solving
- Maintaining client confidentiality, and maintain professional boundaries
- Reporting and maintaining regular contact with the Project Manager/Supervisor
- Meeting and complying with the Quality Assurance (accountability) issues related to this position.
- Interacting with clients, co-workers, supervisors, and the public in a professional manner that is respectful, courteous, and work appropriate at all times.
- Other duties as assigned.
### CHW: Home Visiting

<table>
<thead>
<tr>
<th>Project Measures 2016-2017</th>
<th>Month</th>
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<th>Month</th>
<th>Qtr</th>
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<tbody>
<tr>
<td># of CHWs added to Home Visiting Program</td>
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<tr>
<td># of women enrolled in Home Visiting Program</td>
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<tr>
<td># of referrals by source (including non-traditional such as Faith-based)</td>
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<tr>
<td># of Home Visits to at-risk pregnant women</td>
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<tr>
<td># of services connected with</td>
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<tr>
<td>% of women receiving at least one Home Visit</td>
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<tr>
<td>% of refusals for Home Visiting</td>
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<tr>
<td>% of women completing Home Visiting program</td>
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</table>
Agreement for Services – Infant Mortality Enhanced Payment

This Agreement for Services, effective September 11, 2017 through July 27, 2018, between the Butler County Community Health Consortium, dba Primary Health Solutions, 210 S. Second Street, Hamilton, OH 45011 and the Butler County Educational Service Center, on behalf of the Butler County Family Children First Council, hereby establishes that Butler County Community Health Consortium and Butler County FCFC contract and agree as follows:

Butler County Community Health Consortium ("Recipient") will ensure the provision of the following activities as a part of the Butler County Partnership to Reduce Infant Mortality:

- Collection and reporting of data for all programs. Non-identified client data will be submitted to Butler County FCFC for reporting purposes on a monthly, semi-annual and annual basis.
- Maintain all receipts and expense documentation and provide documentation to invoices upon request
- Employ 2 trained Community Health Workers for the purpose of reducing infant mortality, with emphasis on high risk communities:
  - Require CHW attendance at all relevant CHW and Infant Mortality related trainings, conferences, and professional development opportunities including but not limited to: breastfeeding support, birth coaching, cultural competency, Partners for a Healthy Baby training, etc.
  - Require CHW attendance at 1 monthly (2 hours) learning community/support meetings with other Butler County CHWs.
  - Provide a desk, telephone, computer, printer access, work space, and all office supplies.
  - Treat the CHW as a valued member of your staff, provide opportunities for work in the community (20%), in client homes/other locations at request of client (50%), and in the office (30%).
  - Utilize the Ohio Department of Health guidelines for High Hopes/Mom's and Babies First (MBF) as guidelines for program standards and rules (provided by MBF). See Attachment A: Expectations for Community Health Workers.
- Make referrals to PRIM and other IM related programs as appropriate such as Mom's Quit for Two, NEST, Families First, etc.
- Consider entering into an MOU with BCHD to be a distribution site for Cribs for Kids (free Pack and Plays)
- Grant funds will be made available, either directly via this contract or through direct payment by the Butler County FCFC, for the following:
  - Hourly compensation no less than $14/hour, fringe benefits as available, as well as reimbursement for mileage expenses. CHWs should provide their own vehicle unless otherwise provided by the organization.
  - All needed training materials including Partners for a Healthy Baby manuals, etc.
  - Partners For A Healthy Baby 3 Day Training
  - Cost of professional development related to the role of CHW, Infant Mortality, Breastfeeding, Cultural Competency, etc.
  - A laptop computer and printer (if an office printer is not available), organization purchases the computer desired, the grant will cover the expense.
  - 'CHW Starter Kit' of educational materials and demos used during home visits (3-D models of pregnancy, samples of birth control options, brochures, etc.)
  - Cost of any CHW Supervisor Training (for those managing the CHWs).

This agreement is contingent on the availability of funds to the Butler County FCFC from the Infant Mortality Enhanced Payment and will not exceed $87,046. An initial payment of 50% will be made upon receipt of an invoice from Butler County Community Health Consortium Following that initial payment, the remaining 50% may be invoiced in March 2018, dependent on successful implementation. Each invoice will document expenses to date per budget category. See paragraph 10 for requirements re: unspent funds.
Agreement for Services – Infant Mortality Enhanced Payment

1. Requirements Applicable to Recipient and the Enhanced Payment. Butler County Community Health Consortium agrees that any activities funded by the Enhanced Payment shall comply with the requirements set forth below.

   a. Federal Debarment Requirements. Recipient affirms that neither Recipient nor any of its principals or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. Recipient also affirms that within three years preceding this Agreement neither Recipient nor any of its principals:

      i. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or

      ii. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.

   b. Qualifications to Conduct Business. Recipient affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Agreement period Recipient, for any reason, becomes disqualified from conducting business in the State of Ohio, Recipient will immediately notify Butler County FCFC in writing and will immediately cease performance of all Deliverables.


      i. Recipient certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.

      ii. In carrying out this Agreement, Recipient will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.

      iii. Recipient agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.

      iv. Recipient will incorporate the foregoing requirements of this Sub-Paragraph in all of its subgrants or subcontracts for any of the work prescribed herein.

   e. Ethics and Conflicts of Interest Laws.

      i. Recipient certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio’s ethics and conflict of interest laws. Recipient further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
Agreement for Services – Infant Mortality Enhanced Payment

ii. Recipient certifies, by executing this Agreement, that no party who holds a position listed or
described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one or more
personal monetary contributions in excess of One Thousand and 00/100 Dollars ($1,000.00) to
the current Governor or to the Governor’s campaign committee when he was a candidate for
office within the previous two calendar years. ORC 3517.13 does not apply to professional
associations organized under ORC Chapter 1785.

iii. Recipient agrees to refrain from promising or giving to any ODM employee anything of value
that could be construed as having a substantial and improper influence upon the employee with
respect to the employee’s duties. BCFCFC further agrees that it will not solicit any ODM
employee to violate ORC 102.03, 2921.42, or 2921.43.

iv. Recipient agrees that Recipient, its officers, employees, and members have not nor will they
acquire any interest, whether personal, business, direct or indirect, that is incompatible, in
conflict with, or would compromise the discharge and fulfillment of Recipient’s functions and
responsibilities under this Agreement. If Recipient, its officers, employees, or members acquire
any incompatible, conflicting, or compromising interest, Recipient agrees it will immediately
disclose the interest in writing to the Butler County FCFC. Recipient further agrees that the
person with the conflicting interest will not participate in any activities under this agreement
until Butler County FCFC determines that participation would not be contrary to public
interest.

f. Pro-Child Act. If any Deliverables call for services to minors, Recipient agrees to comply with the
Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires
smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity
that will routinely or regularly use the facility for the provision of health care services, day care, library
services, or education to children under the age of 18.

g. Drug-Free Workplace. Recipient, its officers, employees, members, any subcontractors and/or any
independent contractors (including all field staff) associated with this Agreement agree to comply with
all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a
drug-free workplace. Recipient will make a good faith effort to ensure that none of Recipient's officers,
employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or
abuse prescription drugs in any way while working or while on public property.

h. Expenditure of Public Funds for Offshore Services—Executive Order Requirements.

i. Recipient certifies that by executing this Agreement, it has reviewed, understands, and will
abide by the Governor’s Executive Order 2011-12K and shall abide by those requirements in
the performance of this Agreement, and shall perform no services required under this
Agreement outside of the United States.

ii. Prior to performing any services, and when there is a change in the location of any services
provided under this Agreement, Recipient must disclose:

a) The location(s) where all services will be performed by Recipient or any subcontractor;

b) The location(s) where any state data associated with any of the services through this
Agreement will be accessed, tested, maintained, backed-up, or stored; and

c) The principal location of business for the Recipient and all subcontractors.
Agreement for Services – Infant Mortality Enhanced Payment

iii. Recipient also affirms, understands, and agrees to immediately notify ODM of any change or shift in the location(s) of services performed by Recipient or its subcontractors under this Agreement, and no services shall be changed or shifted to a location outside of the United States.

i. **Combatting Trafficking in Persons.**

   i. Recipient agrees that it is in compliance with the Federal Acquisition Regulation (FAR) for Combatting Trafficking in Persons, 48 CFR Subpart 22.17, in which “the United States Government has adopted a zero tolerance policy regarding trafficking in persons.” The provisions found in 48 CFR Subpart 52.2, specifically Subpart 52.222-50 are hereby incorporated into this Agreement by reference.

   ii. Recipient, its employees, its subcontractors, or subcontractor’s employees are prohibited from the following activities:

   a) Engaging in severe forms of trafficking in persons during the period of performance of the Agreement;

   b) Procuring commercial sex acts during the period of performance of the Agreement; or

   c) Using forced labor in the performance of the Agreement.

   iii. Recipient agrees that it shall notify its employees, and require all of its subcontractors to notify their employees, of the prohibited activities described in the preceding paragraph.

   iv. Butler County FCFC has the right to immediately and unilaterally terminate this Agreement if any provision in this Section is violated and ODM may implement section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104), see 2 CFR Part 175.

j. **Civil Rights Assurance.** Recipient hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.).

k. **Certification of Compliance.** Recipient certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

2. **Requirements Related to Measure and Metrics.** Recipient shall comply with the methods, metrics and measures set forth in its Proposal/Scope of Work attached hereto as Exhibit B. In addition, Recipient agrees to apply the following additional methods, metrics and measures related to activities funded by the Enhanced Payment:

   a. Number of Community Gatherings/Events
   b. Number of Participants
   c. Measures Identified within Proposal/Scope of Work

3. **Compliance with HIPAA.** The parties acknowledge and agree that Butler County Community Health Consortium will not disclose any personally identifying information or protected health information (“PHI”), as that term is defined by 45 CFR § 160.103 pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996 and the privacy and security rules promulgated thereunder, as amended from time to time, directly to Recipient.
4. **Reports.** Recipient shall prepare and provide to Butler County FCFC periodic reports as may be required by Butler County FCFC while this Agreement is in effect, with a final report due within 30 days of the date this Agreement is terminated. Such reports shall contain financial and program information in formats as Butler County FCFC may require including a narrative account of what was accomplished with the Enhanced Payment; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of Enhanced Payment funds; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

In addition, the Recipient agrees to provide at least quarterly reports to the Butler County FCFC following the termination of this agreement in order to document impact and sustainability.

5. **Meetings.** In addition to providing periodic reports, the Recipient shall meet with Butler County FCFC upon request for purposes of providing further details about what has been accomplished with Enhanced Payment funding; the results, findings, metrics and measures of the activities funded by the Enhanced Payment; an accounting of the expenditure of the Enhanced Payment; assurances that the activities funded by the Enhanced Payment have been conducted in conformity with this Agreement; and such other information as Butler County FCFC may require.

6. **Books and Records:** Recipient agrees to retain all records, documents, writings or other information related to the Enhanced Payment, the use of the Enhanced Payment, and this Agreement for a minimum of ten (10) years from the date this Agreement is terminated or, in the event Recipient has been notified that state or federal authorities have commenced an audit or investigation related to the Enhanced Payment or this Agreement, until such time as the matter under audit or investigation has been resolved. This requirement shall survive termination of this Agreement.

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Agreement for Services – Infant Mortality Enhanced Payment

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To: Butler County Educational Service Center  
c/o Heather Wells  
400 N Erie Blvd, Ste A  
Hamilton, Ohio 45011  
wellsh@bcFCFC.org

To: Butler County Community Health Consortium  
c/o Marc Bellisario  
210 S. Second Street  
Hamilton, OH 45011  
marcob@myprimaryhealthsolutions.org

The above addresses may be changed at any time by either party upon written notice.

14. **Entire Agreement.** This Agreement together with any attached documents constitutes the entire agreement between the parties with respect to the matters contained herein and shall not be modified or rescinded, except by a writing signed by both parties. Any waiver by any party of any condition, or of the breach of any provision or term contained in this Agreement, shall not be deemed to be or construed as waiver of any such condition, or of the breach of any other provision or term, of this Agreement. This Agreement supersedes all other prior agreements between the parties.

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21. Counterpart. This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same contract.

Butler County Community Health Consortium and the Butler County Educational Service Center execute this agreement on the 11th day of September, 2017.

Executive Director Date
Butler County FCFC

Representative Date
Butler County Community Health Consortium

Board President Date
Butler Co. Educational Service Center

Treasurer Date
Butler Co. Educational Service Center
Attachment A: Expectations of Community Health Workers

- Documenting all outreach and home visiting activities in each client’s file
- Recruiting and maintaining a caseload
- Conducting door to door and/or other grass roots canvassing activities
- Case Management of clients
- Being culturally and linguistically appropriate
- Providing face to face home visits and education with each client in their caseload
- Completing Client Intake Report, Birth Outcome Report and Exit Report (examples will be provided)
- Updating client risk factors. An updated Client Intake Report must be completed for each change noted.
- Outreach, case management, home visiting and care coordination activities as described by ODH Standards.
- Providing appropriate referrals and follow up services for each client
- Assuring enrollment in WIC with completed CPA forms
- Case finding and client identification; liaison between client and service agencies; facilitate entry into prenatal care; provide reinforcement of education and linkages to health care and social services
- Ensuring attendance at trainings and quality assurance activities as needed and necessary to acquire, update, and maintain skills and information
- Encouraging and empowering clients in independent problem-solving
- Maintaining client confidentiality, and maintain professional boundaries
- Reporting and maintaining regular contact with the Project Manager/Supervisor
- Meeting and complying with the Quality Assurance (accountability) issues related to this position.
- Interacting with clients, co-workers, supervisors, and the public in a professional manner that is respectful, courteous, and work appropriate at all times.
- Other duties as assigned.
<table>
<thead>
<tr>
<th>Project Measures 2016-2017</th>
<th>Month</th>
<th>Month</th>
<th>Month</th>
<th>Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td># of CHWs added to Home Visiting Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># of women enrolled in Home Visiting Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># of referrals by source (including non-traditional such as Faith-based)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># of Home Visits to at-risk pregnant women</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># of services connected with</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>% of women receiving at least one Home Visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of refusals for Home Visiting</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>% of women completing Home Visiting program</td>
<td></td>
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</tbody>
</table>
CONTRACT OF SERVICES
for the
EVALUATION OF THE PREBLE AND BUTLER COUNTIES EARLY HEAD START AND HEAD START PROGRAMS
FY 2018

This contract is entered into on September 1, 2017 by Anthony James and between the Butler County Educational Service Center (hereinafter referred to as “Agency”) and Miami University on behalf of Faculty Associates of the Center for Human Development, Learning, and Teaching, (hereinafter referred to as “Contractor”) for the purchase of services as defined in attached proposal.

I. Term
This contract will be effective from September 1, 2017 through June 30, 2018 pending funding availability, unless otherwise terminated or extended by formal amendment.

II. Scope of Services
Contractor agrees to perform the services subject to the terms and conditions set forth in this contract and per the attached proposal. Any changes to the evaluation process must be first communicated to early head start and head start (hereinafter referred to as “EHS/HS”) administrator for consideration and approval.

III. Remuneration
Contractor will be reimbursed for expenses incurred in the provision of EHS/HS program evaluation services up to, but not exceeding $10,000.

IV. Billing
An invoice shall be prepared by CONTRACTOR and shall be submitted to the AGENCY by May 31, 2018. The invoice shall contain a detailed summary of the services provided.

V. Accountability for Funds
CONTRACTOR is responsible for adhering to the budget submitted in the bid for services. Any budget revision must be requested in writing and submitted to the EHS/HS administrator for approval or denial. Approval or denial of the requested revision will be communicated to the CONTRACTOR in writing. No budget revisions will be accepted after the third quarter of the fiscal year 2018.

VI. Monitoring
The AGENCY will monitor the manner in which the terms of the contract are being carried out. Contractors will meet with the Agency representatives on an as needed basis to ensure that the evaluation objectives/goals of the EHS/HS programs are being achieved and to resolve any issues which affect the ability to perform the responsibilities as defined in this contract.

VII. Availability and Retention of Records
All EHS/HS records are, and shall remain, the property of the AGENCY and the Butler County Department of Job & Family Services. CONTRACTOR shall maintain accurate records, reports, payrolls, etc. which
sufficiently and properly reflect all direct costs of any nature incurred in the performance of this contract. Such records shall be made available at all reasonable times for audit and/or review by duly authorized personnel of AGENCY, Butler County Workplace; County Commission; State of Ohio; and agencies of the United States government for a minimum of three (3) years. If an issue is raised during this time period, the parties shall retain such records until the audit is concluded and all issues are resolved.

VIII. Amendment
Either party may request amendment to this contract. An amendment shall be in writing and shall become effective upon execution by both parties. All amendments and changes shall be dated and become part of this contract.

IX. Termination
Either party upon sixty (60) days written notification may terminate this contract. The effective date of the termination shall be contained in the notice. The CONTRACTOR shall cease providing services under this contract per the effective termination date. In the event of termination, the CONTRACTOR shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to the date of termination.

X. Availability of Funds
This contract is conditioned upon the availability of federal, state, or local funds that are allocated for payment of this contract. If funds are not allocated or available for the continuance of services performed by the CONTRACTOR hereunder, the services may be terminated at the end of the period for which funds are available. AGENCY will notify the CONTRACTOR at the earliest possible time of any services that may be affected by a reduction in allocated or available funds. AGENCY shall not be obligated or liable for any future payments due or for any damages as a result of termination or reduction under this section.

XI. Non-Discrimination
CONTRACTOR certifies that it is an equal opportunity employer and shall remain in compliance with all state and federal civil rights and nondiscrimination laws and regulations. In the performance of this contract, CONTRACTOR will not discriminate, intimidate, or retaliate against any person because of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, or age.

XII. Confidentiality
CONTRACTOR agrees that the use or disclosure of information concerning participants in the funded services under this contract for any purpose not directly related to the administration of this contract is prohibited and governed by Ohio and United States confidentiality statutes and regulations. CONTRACTOR agrees that no information on clients served shall be released for released for research or other publication without the express written consent of the Butler County Department of Job & Family Services director or his designee.
The AGENCY AND CONTRACTOR have executed this contract as of the day and year written above.

REQUIRED SIGNATURES

Anne Schauer  
Direct of Research and Sponsored Programs  
Miami University

Mary Pritchard, President  
Governing Board  
Butler County Education Service Center

Ken Ulm, Treasurer  
Education Service Center

Date

Date

Date
Butler County Family & Children First Council  
“Strong Families, Safe Communities”

AGREEMENT FOR SERVICES
This agreement is entered into, effective 9/13/17 between the  
Butler County Family & Children First Council (“BCFCFC”)  
400 North Erie Blvd, Suite A  
Hamilton, Ohio 45011  
And The Ohio State University Extension, Warren County  
320 East Silver St, Lebanon, Ohio, 45036

Statement of Work
Kathy Michelich from OSU Extension Warren County will provide a half day (3-hour) workshop on Tough Work: Understanding and Serving People in Poverty While Caring for Yourself.

Expenses
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<th>Item</th>
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<tr>
<td>Honorarium</td>
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<tr>
<td>Travel Expenses</td>
<td>$0.00</td>
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<tr>
<td>TOTAL</td>
<td>$149.00</td>
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</table>

This agreement is limited to the Presenter’s honorarium expenses.

Presentation Format
Kathy Michelich from OSU Extension Warren County will provide a half day (3-hour) workshop on Tough Work: Understanding and Serving People in Poverty While Caring for Yourself on October 18, 2017 in Hamilton, OH.

Compensation
Total compensation shall not exceed $149.00 unless agreed to by both parties in writing.

Timely Performance
Consultant shall perform all work under this agreement in a timely and professional manner. The “BCFCFC” may consider any unreasonable delay by the consultant in the performance of work and activities, or failure to perform such work as scheduled, without reasonable cause, as a breach of contract.

Termination
This contract may be terminated if any party provides written documentation of the termination sixty days prior to the scheduled date for service.

Kathy Michelich  9-15-17  Heather Wells  9/19/17
Speaker  Date  Director, Family & Children Council

Ken Ulm  Date
Treasurer, BCESC

Board President, BCESC  Date
AGREEMENT BETWEEN  
PREBLE SHAWNEE LOCAL SCHOOLS  
AND  
BUTLER COUNTY EDUCATIONAL SERVICE CENTER,  
FOR  
SUCCESS PROGRAM  

The Butler County Educational Service Center (BCESC) and Preble Shawnee Local Schools (PSLS) within Preble County will jointly provide services to students and families in need under the following conditions:

1. BCESC and PSLS agree to collaborative operation and delivery of services to children in PSLS.

2. The BCESC will employ a Success Supervisor to oversee services to children and their families. The BCESC Supervisor will oversee the supervision/evaluation of BCESC staff member (with input from PSLS) and will oversee the communication among partnering agencies.

3. The BCESC will provide 1 Community School Liaison and related supervision, training, laptop computer, travel and cell phone.

4. ECS will provide a private place for the liaison to work, internet access and networking at each school served, PSLS email account, access to information for students online, and printing/copying capability.

5. PSLS will be billed a total of $20,000 for Success services for the 2017-2018 school year. PSLS will be invoiced for services in December, 2017 ($10,000) and April, 2018 ($10,000) by the BCESC.

This agreement will be in effect from August 1, 2017-July 31, 2018.

Both parties agree to resolve disputes over obligations set forth in this agreement as reasonably as possible. However, this agreement or parts of this agreement can be terminated by either party for cause provided that either party provide written notice to the other party of the defaults that are claimed to have occurred and give the party ten (10) days within which to cure such defaults. In the event that the defaults are not cured, notice in writing will be given to the defaulting party and this agreement will terminate within thirty (30) days of such notice.

Administration coordination for this agreement will be the responsibility of designated individuals of PSLS and the BCESC. These individuals will be responsible for the
implementation and monitoring of this contract and will meet regularly to review the progress of the agreement.

Graham Pritchard
Board President, Butler County ESC

date

Treasurer, Butler County ESC

date

Board President, Preble Shawnee Local Schools

date 9/14/17

Mallie Harrel
Treasurer, Preble Shawnee Local Schools

date 9/14/17
AMENDMENT TO HEALTHIER BUCKEYE AGREEMENT

The Board of Preble County Commissioners on behalf of the Preble County Job and Family Services, Administrative Agent for the Preble County Family & Children First Council and the Butler County Educational Service Center, 400 North Erie Blvd, Suite A, Hamilton, Ohio 45011, a sub-recipient of Healthier Buckeye funds for the provision of the Success Program, entered into an Agreement dated August 17, 2016 for the time period of July 1, 2016 through June 30, 2017. This Amendment will extend the contract through December 31, 2017.

ARTICLE 1. All items and exhibits not specifically changed by this amendment remain in full force and effect as originally executed.

ARTICLE 2. The Amendment will extend the contract through December 31, 2017.

ARTICLE 3. This Amendment revises the budget to redistribute the funds to areas where the funding can best be utilized. The amount of the contract did not change. This Amendment is conditioned upon the availability of federal, state or local funds which are appropriated or allocated for payment of this Agreement. Payments for all services provided in accordance with the provisions of this Agreement are contingent upon the availability of said funds and may not exceed $411,835.00, unless otherwise amended. See attached ‘Exhibit I’.

ARTICLE 4. Butler County Educational Service Center, in providing Healthier Buckeye services, agrees to comply with all the terms and conditions of the original Agreement.

The terms of this Amendment are hereby agreed to by all parties as shown by the signatures of each representative.

Graham Prichard, President
Butler County Educational Service Center

Date: __________________________

Ken Ulm, Treasurer
Butler County Educational Service Center

Date: __________________________

Rebecah Sorrell, Director
Preble County Job & Family Services

Date: 9/13/17

Jeff Parker, Chairperson
Preble County Family & Children First Council

Date: 9/6/17

Preble County Commissioners:

Date: __________________________

Date: __________________________

Date: __________________________

Approved As to Form:

Date: __________________________

Gractia Manning, Assistant Prosecuting Attorney
Resolution No. ____________

BUTLER COUNTY EDUCATIONAL SERVICE CENTER

Contracted Service Agreement

Marshall High School – Bilingual Speech-Language Pathology Services

The Butler County Educational Service Center agrees to provide Bilingual Speech-Language Pathology Services for Marshall High School. Dianne Clemens will coordinate with Chuck Hall at Marshall High School for assignment of services.

The term of this agreement is for services to be delivered on October 6, 2017 – May 30, 2018 at a cost of $81 an hour.

The Butler County Educational Service Center will invoice the district after services are delivered prior to payment. Payment of services delivered are to be submitted to the Treasurer’s Office, located at the Butler County Educational Service Center, 400 North Erie Blvd., Suite A, Hamilton, Ohio 45011.

This agreement is executed by Marshall High School and the duly authorized representatives of the Butler County Educational Service Center on September 19, 2017.

Chuck Hall
Marshall High School

Mr. Graham Pritchard, President
Butler County ESC

Ken Ulm, Treasurer
Butler County ESC

Date

Date

Date
## End-Of-Month Enrollment - August 2017

### Total

<table>
<thead>
<tr>
<th>Total</th>
<th>Reported Enrollment</th>
<th>Total Funded Enrollment</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>807</td>
<td>Reported</td>
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</tbody>
</table>

### Head Start

<table>
<thead>
<tr>
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<th>Operated this month</th>
<th>Last Day of Services Provided</th>
<th>All Classes/Options in Session</th>
<th>Reported Enrollment</th>
<th>Funded Enrollment</th>
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<tr>
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<td>Yes</td>
<td>Aug 31, 2017</td>
<td>Yes</td>
<td>663</td>
<td>662</td>
<td>Reported</td>
</tr>
</tbody>
</table>

**Last Updated:** On 09/06/2017 12:27:12 PM, EST by Suzanne Prescott

**Grantee Comments:**

We are very close to full enrollment and as of today are at 670. We fully expect to be at full enrollment in September.

Some issues have been:
1. In hindsight we should not have started so many double sessions so close the end of the month. When children did not show up, we did not have time to replace them prior to the end of the month reporting.
2. We have 3 children waiting to start due to health issues such as surgery or an injury. We have not given their slot to another child. We anticipate a start date soon.
3. We run a Therapeutic Preschool Program where all children are involved with our local Child Welfare agency. We have 5 slots open there that will be filled by 9/8, but they are waiting for court orders or signatures from the Child Welfare agency.
4. One of our districts had a very late start this year due to new buildings. In that district we had several families that were starting late due to scheduling conflicts.

Thank you, and we will be full at our next report.

### Early Head Start

<table>
<thead>
<tr>
<th></th>
<th>Operated this month</th>
<th>Last Day of Services Provided</th>
<th>All Classes/Options in Session</th>
<th>Reported Enrollment</th>
<th>Funded Enrollment</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initially Reported:</td>
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<td>Aug 31, 2017</td>
<td>Yes</td>
<td>125</td>
<td>125</td>
<td>Reported</td>
</tr>
</tbody>
</table>

**Last Updated:** On 09/06/2017 12:27:12 PM, EST by Suzanne Prescott

**Grantee Comments:**

We have a wait list of 68 in this program.
End-Of-Month Enrollment - August 2017

**Head Start**

<table>
<thead>
<tr>
<th></th>
<th>Offered this month</th>
<th>Last day of services provided</th>
<th>All classes/options in session</th>
<th>Reported Enrollment</th>
<th>Funded Enrollment</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>Aug 31, 2017</td>
<td>Yes</td>
<td>124</td>
<td>136</td>
<td>Reported</td>
</tr>
</tbody>
</table>

**Initially Reported:** On 09/06/2017 by Suzanne Prescott

**Last Updated:** On 09/06/2017 03:04:16 PM, EST by Suzanne Prescott

**Grantee Comments:**
We anticipate being full by the end of September. Next year we will not start our year so close to the end of the month, leaving us time to replace children that sign up but do not attend a day.

In addition, one center that is struggling the most is in Eaton. Another program opened up a double session in the same area and we are now competing for the same children. We will look at locations of centers for next year if this issue continues.
DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

1. AWARDING OFFICE:
   Office of Head Start

2. ASSISTANCE TYPE:
   Discretionary Grant

3. AWARD NO.:
   05CH8373-04-02

4. AMEND. NO.:
   2

5. TYPE OF AWARD:
   Service

6. TYPE OF ACTION:
   Balance of Funds

7. AWARD AUTHORITY:
   42 U.S.C. 9801

8. BUDGET PERIOD:
   02/01/2017 THRU 01/31/2018

9. PROJECT PERIOD:
   02/01/2014 THRU 01/31/2019

10. CAT NO.:
    93.600

11. RECIPIENT ORGANIZATION:
    Butler County Educational Service Center
    400 N Erie Hwy Ste A
    Hamilton, OH 45011-4264
    Grantee Authorizing Official: Graham Pitchard, Board President

12. PROJECT / PROGRAM TITLE:
    Head Start and Early Head Start

13. COUNTY:
    Butler

14. CONGR. DIST.:
    08

15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:
   Chris Brown
   Superintendent

16. APPROVED BUDGET:
   Personnel........................ $ 3,575,184.00
   Fringe Benefits........................ $ 1,946,790.00
   Travel................................. $ 35,000.00
   Equipment............................ $ 86,225.00
   Supplies.............................. $ 432,070.00
   Contractual........................... $ 213,368.00
   Facilities/Construction............... $ 0.00
   Other................................ $ 660,011.00
   Direct Costs.......................... $ 6,948,648.00
   Indirect Costs........................ $ 0.00
   At % of $................................ $ 0.00
   In Kind Contributions................ $ 0.00
   Total Approved Budget.............. $ 6,948,648.00

17. AWARD COMPUTATION:
   A. NON-FEDERAL SHARE........... $ 1,737,162.00 20%
   B. FEDERAL SHARE............... $ 6,948,648.00 80%

18. FEDERAL SHARE COMPUTATION:
   A. TOTAL FEDERAL SHARE........... $ 6,948,648.00
   B. UNOBLIGATED BALANCE FEDERAL SHARE......... $ 0.00
   C. FED. SHARE AWARDED THIS BUDGET PERIOD...$ 3,583,356.00

19. AMOUNT AWARDED THIS ACTION:
    $ 3,365,292.00

20. FEDERAL $ AWARDED THIS PROJECT PERIOD:
    $ 24,979,441.00

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:
    Additional Costs

22. APPLICANT EIN:
    310852952

23. PAYEE EIN:
    1310852952A1

24. OBJECT CLASS:
    41.51

25. FINANCIAL INFORMATION:

   ORGN   DOCUMENT NO.   APPROPRIATION   CAN NO.   NEW AMT.   UNOBLIG.   NONFED %
   05CH837304   75-17-1536   7-G054122   $2,562,463.00
   05CH837304   75-17-1536   7-G054120   $32,382.00
   05CH837304   75-17-1536   7-G054125   $752,561.00

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER
   DATE: 08/14/2017
   Eric P Staples

28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
   DATE: 08/10/2017
   Mr. Omar Barrett

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)
   DATE: 08/14/2017
   Ms. Fran Majestic -

DGCM-3-785 (Rev. 88)
DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

1. AWARDING OFFICE:
   Office of Head Start

2. ASSISTANCE TYPE:
   Discretionary Grant

3. AWARD NO.:
   05CH8373-04-02

4. AMEND. NO.:
   2

5. TYPE OF AWARD:
   Service

6. TYPE OF ACTION:
   Balance of Funds

7. AWARD AUTHORITY:
   42 U.S.C. 9801

8. BUDGET PERIOD:
   02/01/2017 THRU 01/31/2018

9. PROJECT PERIOD:
   02/01/2014 THRU 01/31/2019

10. CAT NO.:
    93,600

11. RECIPIENT ORGANIZATION:
    Butler County Educational Service Center

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<th>ORGN</th>
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**ADMINISTRATION FOR CHILDREN AND FAMILIES**  
**NOTICE OF AWARD**

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<td>02/01/2017 THRU 01/31/2018</td>
<td>02/01/2014 THRU 01/31/2019</td>
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<tr>
<th>10. CAT NO.:</th>
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</table>

**11. RECIPIENT ORGANIZATION:**  
Butler County Educational Service Center

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**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at [http://www.hhs.gov/grants/grants/policies-regulations/index.html](http://www.hhs.gov/grants/grants/policies-regulations/index.html)) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/discretionary-post-award-requirements](http://www.acf.hhs.gov/discretionary-post-award-requirements).  
This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to [http://www.acf.hhs.gov/discretionary-post-award-requirements](http://www.acf.hhs.gov/discretionary-post-award-requirements). This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to [http://www.acf.hhs.gov/discretionary-post-award-requirements](http://www.acf.hhs.gov/discretionary-post-award-requirements).

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:


U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen BuildingRoom 1527 Washington, DC 20201 Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or Email: MandatoaryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.
1. Remarks
26. REMARKS (Continued from previous page)

This grant action awards the balance of funds for Head Start operations, Head Start training and technical assistance, Early Head Start operations and Early Head Start training and technical assistance based on the initial application submitted for the 02/01/2017-01/31/2018 budget period.

This grant action awards supplemental funds for the cost-of-living adjustment increase for the Head Start and Early Head Start programs for Fiscal Year 2017.

This grant action awards the balance of approved Head Start operations funds for duration for the 02/01/2017-01/31/2018 budget period.
**NOTICE OF AWARD**

<table>
<thead>
<tr>
<th>1. AWARDING OFFICE:</th>
<th>2. ASSISTANCE TYPE:</th>
<th>3. AWARD NO.:</th>
<th>4. AMEND. NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Head Start</td>
<td>Discretionary Grant</td>
<td>05CH8352-05-02</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5. TYPE OF AWARD:</th>
<th>6. TYPE OF ACTION:</th>
<th>7. AWARD AUTHORITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services</td>
<td>Balance of Funds</td>
<td>42 U.S.C. 9801</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. BUDGET PERIOD:</th>
<th>9. PROJECT PERIOD:</th>
<th>10. CAT NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2017 THRU 01/31/2018</td>
<td>07/01/2013 THRU 06/30/2018</td>
<td>93,600</td>
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<table>
<thead>
<tr>
<th>11. RECIPIENT ORGANIZATION:</th>
<th>12. PROJECT / PROGRAM TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butler County Educational Service Center</td>
<td>Head Start</td>
</tr>
<tr>
<td>400 N Erle Hwy Ste A</td>
<td></td>
</tr>
<tr>
<td>Hamilton, OH 45011-4284</td>
<td></td>
</tr>
<tr>
<td>Grantee Authorizing Official: Graham Pritchard, Board President</td>
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<table>
<thead>
<tr>
<th>13. COUNTY:</th>
<th>14. CONGR. DIST:</th>
<th>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butler</td>
<td>08</td>
<td>Chris Brown, Superintendent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. APPROVED BUDGET:</th>
<th>17. AWARD COMPUTATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel............ $ 578,350.00</td>
<td>A. NON-FEDERAL SHARE...... $ 316,439.00 20%</td>
</tr>
<tr>
<td>Fringe Benefits..... $ 301,946.00</td>
<td>B. FEDERAL SHARE........... $ 1,265,757.00 80%</td>
</tr>
<tr>
<td>Travel................ $ 6,000.00</td>
<td></td>
</tr>
<tr>
<td>Equipment............ $ 61,225.00</td>
<td></td>
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<tr>
<td>Supplies............. $ 98,750.00</td>
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<tr>
<td>Contractual......... $ 82,200.00</td>
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</tr>
<tr>
<td>Facilities/Construction</td>
<td>0.00</td>
</tr>
<tr>
<td>Other................ $ 135,286.00</td>
<td></td>
</tr>
<tr>
<td>Direct Costs......... $ 1,265,757.00</td>
<td></td>
</tr>
<tr>
<td>Indirect Costs...... $ 0.00</td>
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<tr>
<td>In Kind Contributions</td>
<td>0.00</td>
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<tr>
<td>Total Approved Budget</td>
<td>$ 1,265,757.00</td>
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<table>
<thead>
<tr>
<th>18. FEDERAL SHARE COMPUTATION:</th>
<th>19. AMOUNT AWARDED THIS ACTION:</th>
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<tbody>
<tr>
<td>A. TOTAL FEDERAL SHARE.......... $ 1,265,757.00</td>
<td>$ 588,654.00</td>
</tr>
<tr>
<td>B. UNOBLIGATED BALANCE FEDERAL SHARE........ $ 0.00</td>
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</tr>
<tr>
<td>C. FED. SHARE AWARDED THIS BUDGET PERIOD...... $ 677,203.00</td>
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<table>
<thead>
<tr>
<th>20. FEDERAL $ AWARDED THIS PROJECT PERIOD:</th>
<th>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</th>
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<tbody>
<tr>
<td>$ 4,657,956.00</td>
<td>Additional Costs</td>
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<table>
<thead>
<tr>
<th>22. APPLICANT EIN:</th>
<th>23. PAYEE EIN:</th>
<th>24. OBJECT CLASS:</th>
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</thead>
<tbody>
<tr>
<td>310852952</td>
<td>1310852952A1</td>
<td>41.51</td>
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<table>
<thead>
<tr>
<th>25. FINANCIAL INFORMATION:</th>
<th>DUNS</th>
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<tr>
<td></td>
<td>084750447</td>
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<table>
<thead>
<tr>
<th>ORGN</th>
<th>DOCUMENT NO.</th>
<th>APPROPRIATION</th>
<th>CAN NO.</th>
<th>NEW AMT.</th>
<th>UNOBLIG.</th>
<th>NONFED %</th>
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<tbody>
<tr>
<td>05CH835205</td>
<td>75-17-1536</td>
<td>7-G054122</td>
<td>$579,454.00</td>
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<td>05CH835205</td>
<td>75-17-1536</td>
<td>7-G054120</td>
<td>$9,100.00</td>
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| 26. REMARKS: (Continued on separate sheets) |

<table>
<thead>
<tr>
<th>27. SIGNATURE - ACF GRANTS OFFICER</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric P. Staples</td>
<td>08/22/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</th>
<th>DATE:</th>
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</thead>
<tbody>
<tr>
<td>Ms. TaWanda Goodman</td>
<td>08/17/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Fran Majestic</td>
<td>08/22/2017</td>
</tr>
</tbody>
</table>

DGCM-3-785 (Rev. 86)
1. AWARDING OFFICE: Office of Head Start

2. ASSISTANCE TYPE: Discretionary Grant

3. AWARD NO.: 05CH8262-05-02

4. AMEND. NO.: 2

5. TYPE OF AWARD: Service

6. TYPE OF ACTION: Balance of Funds

7. AWARD AUTHORITY: 42 U.S.C. 9801

8. BUDGET PERIOD: 02/01/2017 THRU 01/31/2018

9. PROJECT PERIOD: 07/01/2013 THRU 06/30/2016

10. CAT NO.: 93.600

11. RECIPIENT ORGANIZATION: Butler County Educational Service Center

STANDARD TERMS

1. Paid by DIHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at http://www.hhs.gov/grants/grants/policies-regulations/index.html) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any covenants in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2002 supplemental and executive compensation reporting requirements. For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to http://www.acf.hhs.gov/discretionary-post-award-requirements.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:


U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.
1. Remarks
26. REMARKS (Continued from previous page)

This grant action awards the balance of funds for Head Start operations and training and technical assistance based on the initial application submitted for the 02/01/2017-01/31/2018 budget period.

This grant action awards supplemental funds for the cost-of-living adjustment increase for the Head Start program for Fiscal Year 2017.

This grant action awards the balance of approved Head Start operations funds for duration for the 02/01/2017-01/31/2018 budget period.