

MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING

REGULAR BOARD MEETING

December 19, 2017

The Southern Ohio Educational Service Center Governing Board met on Tuesday, December 19, 2017 at 6:00 p.m. at the home of Roger and Nancy West for its regular monthly meeting. Members present were Mrs. Charters, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Luck, Mr. Mount, Mr. Peck, Mr. West and Mr. Wilt, along with Rachel Meyer, Treasurer. Guests in attendance included Barb Lane, Colleen Mount, Nancy West and Jodi Wilt.

APPROVAL OF THE MEETING AGENDA (Resolution #3834)

It was moved by Mr. Hill and seconded by Mrs. Gausman to approve the agenda as revised.

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

MINUTE APPROVAL (Resolution #3835)

It was moved by Mr. Mount and seconded by Mr. Luck that the November 28, 2017 meeting minutes be approved as presented.

Seven board members approved the motion with an abstention from Mrs. Charters. President of the board, Mr. West, declared the motion carried.

Treasurer Meyer read a statement from Superintendent Justice regarding her unexpected absence from the board meeting.

PUBLIC PARTICIPATION

Meeting was opened for public participation. None received.

SUPERINTENDENT AND TREASURER EVALUATION

Mr. West asked that all board members to turn in their evaluations to him by January 5, 2018.

JANUARY 2018 ORGANIZATIONAL MEETING DATE (Resolution #3836)

It was moved by Mr. Hill and seconded by Mr. Peck to set the January Board Meeting Date to January 23, 2018 at 6:30 p.m. at the Southern Ohio Educational Service Center, Wilmington.

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

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GREAT OAKS ITCD REPORT

Mr. Lane disseminated the highlights of the November 8, 2017 Board of Directors' Meeting to board members for their review and reported the following:

- Fallon Research Report – Paul Fallon of Fallon Research and Communications conducted a survey of over 400 homes in the Great Oaks districts to better understand how they are viewed, perceived value and support among constituents. He reported the following findings to the Great Oaks Board:
 - 56% said workforce preparation is the more practical role for school
 - 92% agreed that with increasing college costs, it is essential to provide high school students with advance technical and skills training
 - 88% are aware of Great Oaks and 77% had a favorable opinion; in 2007, 87% were aware and 65% had a favorable opinion
 - Great Oaks is well known and liked, and it is often seen as an alternative to college, not a pathway
- Job Placement – Great Oaks currently has 66 students on job placement. For a senior to be on job placement they must have 95% attendance, 3.0 GPA in their Great Oaks courses and the recommendation from their Career Technical Instructor, and be on track to graduate.

LEGISLATIVE LIAISON REPORT

Mrs. Gausman disseminated "*The Link*" to board members for their review and reported the following:

- Contact your Ohio House member and oppose voucher expansion – Reach out to your Ohio House member and express opposition to House Bill (HB) 200, school choice legislation that would expand publicly funded vouchers statewide. HB 200 creates the Ohio Opportunity Scholarship (voucher) Program, a new statewide program allowing K-12 students to use a voucher to attend private schools. The legislation would directly fund the vouchers from the state instead of it being deducted from the resident school district. This will drain state resources that would best be utilized in Ohio's public schools where the vast majority of Ohio's students choose to be educated.
- Recently introduced legislation:
 - HB 418 – requires a public or chartered nonpublic school to transmit a student's records within five business days when the student transfers to another school
 - HB 426 – prohibits an employee of a school or institution of higher education who is not in a position of authority from engaging in sexual conduct with certain students

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LEGISLATIVE LIAISON REPORT (Cont.)

- HB 428 – regarding student religious expression and to entitle the act “Ohio Student Religious Liberties Act of 2018”
- SB 226 – provides for a permanent three-day sales tax holiday each August during which sales of clothing and school supplies are exempt from sales and use tax
- Kids PAC – Kids PAC is your political action committee (PAC). PACs are accounts from which political campaign contributions can be made and is a way to focus attention on OSBA’s legislative agenda and to support lawmakers who believe in our goals. Giving to Kids PAC helps you get more out of your own political contributions. It “pools” smaller, individual donations into a more sizable contribution that often garners more attention from the political candidate. Contributions can be made by personal check or cash up to \$100. By law, school district and corporate checks cannot be accepted. You can go to www.kidspac.org and donate online. For more information or to obtain a membership form, contact Marcella Gonzalez at mgonzalez@ohioschoolboards.org or (614) 540-4000.
- OSBA delegate assembly makes changes to legislative platform for 2018 – The OSBA delegate assembly met at Capital Conference in November and approved a number of amendments and added a plank to the association’s legislative platform. OSBA’s platform conveys where the association stands on issues impacting public education.
 - Delegates approved amendments *supporting* legislation that:
 - Repeals Amended Substitute HB 70 that created academic distress commissions with the power to interfere with governance by locally elected boards of education
 - Requires every piece of legislation introduced by the Ohio General Assembly to follow a consistent and thorough deliberative process allowing ample opportunity for public review and comment, with the rules established by the Ohio Constitution
 - Limits the requirement for public school districts to provide transportation to only those days are are synchronous with the district-adopted calendar
 - Fully funds districts for the cost of transportation of special education students, foster children and homeless students who receive transportation accommodations

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LEGISLATIVE LIAISON REPORT (Cont.)

- Enables student discipline to be dealt with individually in a way that is appropriate for a student's age, gender, mental health condition, emotional development and special education needs and appropriately protects the school's educational environment
- Enhances the homestead exemption program to provide financial assistance for senior citizens
- Delegates approved amendments *opposing* legislation that:
 - Once having been introduced, is later attached to a different and/or larger piece of legislation before is has been thoroughly and properly vetted and heard by both chambers of the General Assembly
 - Increases a school district's potential liability or increases the damages potentially assessed

FINANCIAL REPORTS

Treasurer Meyer reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3837)

It was moved by Mr. Lane and seconded by Mrs. Gausman that the paid bills for the previous month be approved as presented, for a total of \$978,006.33.

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

APPROVAL OF INVESTMENT (Resolution #3838)

It was moved by Mr. Peck and seconded by Mr. Luck to approve the following investment as transacted by Treasurer Meyer:

<u>Date</u>	<u>Fund</u>	<u>Firm</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Amount</u>
12/1/2017	General	Morgan Stanley CD	4/30/2019	1.60%	\$ 49,910.00
12/1/2017	General	Rockford BK TR IL CD	5/28/2019	1.60%	\$ 49,845.00
12/1/2017	Waddell	Capital One Natl Assn VA CD	11/22/2019	1.80%	\$ 59,821.80

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

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APPROPRIATION MODIFICATIONS AND AMENDMENTS (Resolution #3839)

Upon the recommendation of Treasurer Meyer, it was moved by Mr. Mount and seconded by Mr. Luck to approve the following appropriation modifications and amendments as presented.

[See Minute Page #1297 – 1298]

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

TREASURER DISCUSSION ITEMS

Fiscal Office Update:

- **Pre-Audit Meeting** – Our FY2017 Pre-Audit Meeting was held on November 16, 2017. Holly Brothers, Audit Manager, met with the fiscal team and Beth to discuss the audit approach, information needed to perform the audit, cost estimate and timeline for completion. We will begin receiving requests for information after Thanksgiving. The goal is to have our audit finished in January 2018.
- **Travel Reimbursement Forms and Professional Development Log** - Board members need to sign their travel forms and the Professional Development Log at the Board meeting to allow the fiscal office to process payments in December.

Professional Development:

- On November 1, 2017 I attended the FY18 Staff EMIS Checklist review meeting at MVECA. At this meeting, they will go over steps to update staff demographic and employment elements and allow time for participants to work in the lab with their assistance.
- On November 9, 2017 I attended the Fall Assembly Meeting at MVECA.
- On November 12-14, 2017 I attended the Capital Conference in Columbus.
- On November 16, 2017 the fiscal team attended an OnBase 17 information meeting at MVECA.
- On November 17, 2017 I will participate in an AF Comply and 2017 IRS Reporting webinar provided by American Fidelity Administrative Services. This webinar will review the process of gathering employer information for completion the 1095 forms and address any questions we may have as we go into the 2017 season for affordable care act reporting.
- On December 6, 2017 the entire fiscal team will attend the Calendar Year End Fiscal Meeting at MVECA.

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PERSONNEL CONTRACT AGREEMENTS: ESC (Resolution #3840)

On behalf of Superintendent Justice, upon recommendation of Treasurer Meyer, it was moved by Mr. Luck and seconded by Mr. Peck that the board approves employment contracts for the following personnel subject to the provision of O.R.C. 3319.02, O.R.C. 3319.08 and/or O.R.C. 3319.081. All personnel are subject to assignment by the superintendent and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Department of Education highly qualified teacher per current job assignment; Ohio Bureau of Criminal Background Investigation Check; and Federal Bureau of Investigation Background Check:

[See Minute Page #1299 – 1300]

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

APPROVAL OF POLICY MANUAL UPDATES (Resolution #3841)

On behalf of Superintendent Justice, upon recommendation of Treasurer Meyer, it was moved by Mr. Lane and seconded by Mrs. Charters to approve the following revised policy manual updates and new policy:

<u>Revised Policy Manual Updates:</u>		P.1-20
ACA/ACAA	Nondiscrimination on the Basis of Sex/Sexual Harassment	P.1-3
ACA-R/ACAA-R	Nondiscrimination of the Basis of Sex/Sexual Grievance Procedures	P.5-7
BDDJ (Also KBCD)	Broadcasting and Taping of Board Meetings	P.8
KBCD (Also BDDJ)	Broadcasting and Taping of Board Meetings	P.9
ACAA-E	Administrative Follow-up	P.10-11
IGBB	Programs for Students who are Gifted	P.12-16
JEDA	Truancy	P.17-20
<u>New Policy:</u>		
ACA-E	Sexual Harassment Complaint Form	P.4

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

Mr. Wilt arrived at 6:30pm

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APPROVAL OF SERVICE CONTRACT (Resolution #3842)

On behalf of Superintendent Justice, upon recommendation of Treasurer Meyer, it was moved by Mr. Hill and seconded by Mrs. Gausman to approve the following service contract as listed:

SERVICE CONTRACT

<u>Provider</u>	<u>Purchase Order</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
Ohio School Boards Association	2170601	Annual Membership Dues & School Management News Subscription	1/1/2018- 12/31/18	\$2,795.00

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

PERSONNEL CONTRACT AGREEMENTS: Region 14 (Resolution #3843)

On behalf of Superintendent Justice, upon recommendation of Treasurer Meyer, it was moved by Mr. Mount and seconded by Mr. Hill that the board approves employment contracts for the following personnel subject to the provision of O.R.C. 3319.02, O.R.C. 3319.08 and/or O.R.C. 3319.081. All personnel are subject to assignment by the superintendent and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Department of Education highly qualified teacher per current job assignment; Ohio Bureau of Criminal Background Investigation Check; and Federal Bureau of Investigation Background Check:

[See Minute Page #1301]

The board members present unanimously approved the motion. President of the board, Mr. West, declared the motion carried.

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Information Discussion Items: *(Treasurer Meyer discussed the items with the Board members in Superintendent Justice's absence)*

1. Appreciation – Treasurer Meyer expressed appreciation to Roger and Nancy West for hosting the December Board Meeting.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

2. Waddell Scholarship – The Waddell Scholarship Committee will meet prior to the January Board Meeting at 5:45 pm.
3. Appointment of Board Member – Superintendent Justice has been in contact with Shane Breckel, Director of Clinton County Board of Elections to confirm the process of appointment of an ESC Board Member. She will share details as soon as possible.
4. Elections of offices 2018 - Mr. West will serve as President Pro-Tem at the January meeting until which time the board has selected its new President. If we keep with the same rotation as we've had in the past, the next Vice-President would be an Adams County representative.
5. HR Assistant Interviews – Interviews were completed on December 13, 2017. Heather Collins will begin on January 3, 2018.
6. OSBA/ESC Board Member Training – Training held on December 7 with a focus around responsibilities of being a board member.
7. APE job vacancy – Mr. Brad Heys will fill this position and will begin on January 3, 2018.

ADJOURNMENT

It was moved by Mr. Luck and seconded by Mr. Wilt to adjourn and meet again for the Organizational Board Meeting on January 23, 2018 at **6:30 p.m.** at Southern Ohio Educational Service Center, Wilmington.



BOARD PRESIDENT



TREASURER

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2018 PERMANENT APPROPRIATIONS

1/4/2018

FUND	OBJECT	SCC	DESCRIPTION	July	August	September	November	December	April	May	TOTAL ACCOUNT
GENERAL FUND											
001	100	0000	SALARIES	\$ 2,929,582.00	\$ (148,448.00)		\$ 32,540.00				\$ 2,813,674.00
001	200	0000	FRINGE BENEFITS	\$ 1,231,458.04	\$ (16,326.00)		\$ 13,118.00				\$ 1,228,250.04
001	400	0000	PURCHASED SERVICES	\$ 559,223.09	\$ 232,919.00		\$ 1,800.00				\$ 793,942.09
001	500	0000	SUPPLIES & MATERIALS	\$ 52,655.00	\$ 5,400.00						\$ 58,055.00
001	600	0000	CAPITAL OUTLAY	\$ 13,900.00	\$ 3,949.00		\$ 1,550.00				\$ 19,399.00
001	800	0000	OTHER OBJECTS	\$ 49,011.44							\$ 49,011.44
001	900	0000	CONTINGENCIES / TRANSFERS	\$ 1,530,000.00							\$ 1,530,000.00
			GENERAL FUND TOTAL								\$ 6,492,331.57
OTHER FUNDS											
001	9050		TERMINATION/ RETIREMENT BENEFITS FUND	\$ 41,758.97							\$ 41,758.97
007	0000		UNCLAIMED FUNDS	\$ 29.20							\$ 29.20
008	9271		WADDELL FUND	\$ 53,300.00							\$ 53,300.00
014	9197		ALTERNATIVE SCHOOL CLINTON COUNTY FUND	\$ 108,890.00							\$ 108,890.00
019	9901		CLINTON COUNTY QUIZ BOWL FY17 FUND	\$ -							\$ -
019	9400		ESSENTIAL SKILLS TO TEACH LEARNERS/MHJ/FY18 FUND			\$ 10,000.00					\$ 10,000.00
022	9245		HOPEWELL GENERAL FUND	\$ 4,555,930.00							\$ 4,555,930.00
022	9500		D.A.R.E. AGENCY FUND	\$ 17,310.69							\$ 17,310.69
463	9016		ALTERNATIVE CHALLENGE FY17 FUND	\$ -							\$ -
451	9416		K12 NETWORK SUBSIDY	\$ -			\$ 1,800.00				\$ 1,800.00
499	9009		STATE SUPPORT TEAM FY17 FUND	\$ 2,388.04							\$ 2,388.04
499	9010		STATE SUPPORT TEAM FY18 FUND	\$ 115,140.50							\$ 115,140.50
499	9703		STUDENT ASSESSMENT FY18 FUND	\$ 21,875.00							\$ 21,875.00
499	9801		STRATEGIES SECONDARY TRANSITION SWD FY17 FUND	\$ 11,593.67			\$ (15,703.69)				\$ (4,110.02)
499	9851		SECONDARY TRANSITION SWD R14 FY17 FUND	\$ -							\$ -
516	9226		IDEA PART B FY17 FUND	\$ 142,803.99				\$ (127,424.30)			\$ 15,379.69
516	9227		IDEA PART B FY18 FUND	\$ 1,017,492.96			\$ 101,749.29				\$ 1,119,242.25
516	9809		PARENT MENTOR FY17 FUND	\$ 4,628.24			\$ (5,928.70)				\$ (1,300.46)
516	9810		PARENT MENTOR FY18 FUND	\$ 25,000.00							\$ 25,000.00
516	9913		EARLY LITERACY SSIP (IDEA) FY18 FUND	\$ -	\$ 68,282.00						\$ 68,282.00
587	9508		EARLY LEARNING DISCRETIONARY FY17 FUND	\$ 2,840.17							\$ 2,840.17
587	9509		EARLY LEARNING DISCRETIONARY FY18 FUND	\$ 73,953.54							\$ 73,953.54
587	9600		EARLY LITERACY SSIP FY18 FUND	\$ 20,471.49							\$ 20,471.49
590	9006		OTES FY17 FUND	\$ -							\$ -
599	9702		EARLY LEARNING CHALLENGE FY17 FUND	\$ -							\$ -
			OTHER FUNDS TOTAL								\$ 6,248,181.06
Monthly Appropriation Changes				\$ 145,776.00	\$ 10,000.00	\$ 130,924.90	\$ (127,424.30)	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL APPROPRIATIONS - ALL FUNDS											\$ 12,740,512.63

SOUTHERN OHIO EDUCATIONAL SERVICE CENTER
FY 2018 PERMANENT APPROPRIATIONS

2018

Notes:

General Fund - Tuition Reimbursement for all staff collectively \$10,000.00
General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis
Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts

Contingencies:

General Fund - Emergency Fund - 4 months of expenses \$1,380,000.00
General Fund - Building Fund \$150,000.00 FY 2017 - add \$25,000.00 per year until FY 2018
Hopewell General Fund - Emergency Fund - 4 months of expenses \$1,000,000.00
Hopewell General Fund - Building Fund \$50,000.00 - (HVAC, siding, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$46,370.00

Transfers: (To be made - more information to follow)

TO: BONNIE KELLY, SUPERINTENDENT'S SECRETARY
 JOHN STANLEY, TREASURER
 DEBBIE ANDERSON, TREASURER'S ASST.

FROM: JENNIFER LUDWICK, Administrative Assistant, SOESC

RE: SUBSTITUTE TEACHERS FOR THE 2017-2018 SCHOOL YEAR

DATE: DECEMBER 04, 2017

Enclosed please find the list of qualified Substitute Teachers for the East Clinton Local Schools. The teachers indicated in "GREEN Text" are the newest additions to the Substitute Teaching List. I will keep you informed of any additions or deletions that may occur throughout the school year.

The following Substitute Teachers have met all the requirements of the Southern Ohio Educational Service Center and are ready to be approved at your Local Board Meeting.

	Last Name:	First Name:
1.	PENCE	BENJAMIN
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
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11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Employment Recommendations
R14

Highlighted entry denotes additional agenda item

Last Name	First Name	Tentative Position	Contract Beg.	Contract End	Length of Contract	Days	Schedule	Step	Degree	Amount	Pay Type	Contract Type	Comments	Additional Agenda Item	Board meeting Date	RAC Meeting Date	Org
Heys	Brad	Adaptive Physical Education Specialist	2017	2018	1	105 days	Apr	16	Bachelors	\$ 26,256.00	Salary	Certified Employee			12/19/2017		HW

