

MINUTES  
Regular Meeting  
Governing Board of the  
Greene County Educational Service Center  
February 4, 2010 – 9:30 AM

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Call to Order/Roll Call

Mr. Snell called the Meeting to order at 9:33 AM with the following in attendance: Mrs. Wiseman, Dr. Frank, Dr. Gallagher, Mrs. Brooks and Mr. Snell.

Also in attendance: Mr. Thomas, Superintendent and Mr. Arledge, Treasurer.

Adoption of Agenda

# 2010-15

Moved by Dr. Gallagher, seconded by Mrs. Wiseman that the Agenda be approved.

Revisions and additions were noted.

Vote: Dr. Frank, aye; Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye.  
Motion carried.

Approve Minutes of the January 6, 2010, Organizational and Regular Board Meeting

# 2010-16

Moved by Mrs. Brooks, seconded by Mrs. Wiseman that the Minutes of the January 6, 2010 Organizational and Regular Board Meeting be approved.

Vote: Dr. Gallagher, abstain; Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, abstain. Motion carried 3 – 0 - 2.

Open Communications

Mr. Snell inquired if the Jonathan Arledge mentioned in the Xenia Gazette, as achieving the Rank of Eagle Scout, was the son of the Treasurer. The Treasurer acknowledged that it was, but had not seen the article. There was discussion regarding the plans by one of the City Districts in Greene County to have a Board member be in attendance at the ESC Board Meetings.

## Treasurer's Report

# 2010-17

The Treasurer presented the list of Bills paid for the month of January 2010 (summary below) and the current Investment Report for the Board's approval.

### List of Bills Paid during January 2010

General Fund "001"	\$1,050,541.55
Local Grants "019"	\$6,759.20
Staff Development "020"	\$10,140.73
State Grants "400"	\$6,034.35
Federal Grants "500"	\$21,038.82
Total	\$1,094,514.65

All investments are Collateralized CD's with US Bank NA.

	<u>Amount</u>	<u>Purch Date</u>	<u>Mat Date</u>	<u>Days</u>	<u>Int Rate</u>	<u>Interest</u>
#10	\$150,000.00	3/16/09	1/11/10	301	1.63%	\$2,044.29
#11	\$150,000.00	3/16/09	2/9/10	330	1.65%	\$2,268.75
#12	\$150,000.00	3/16/09	3/11/10	360	1.96%	\$2,940.00
#13	\$150,000.00	4/15/09	4/15/10	365	1.35%	\$2,053.13
#14	\$150,000.00	5/19/09	5/19/10	361	0.33%	\$496.38
#15	\$150,000.00	6/12/09	6/7/10	360	0.55%	\$825.00
#16	\$150,000.00	7/14/09	7/14/10	365	0.60%	\$912.50
#17	\$150,000.00	8/13/09	8/9/10	361	0.41%	\$616.71
#18	\$150,000.00	9/11/09	9/7/10	361	0.22%	\$330.92
	\$1,350,000.00					

The Treasurer reviewed the Monthly financials. He reviewed the "revised" FY2010 Budget, Appropriations and Estimated Revenue for All Funds, to be approved later in the Meeting. He presented a 10-year history of Alternative Education Profit and Loss. He updated the Board with his projections for the current year regarding the Alternative Ed Programs Finances.

Moved by Dr. Gallagher, seconded by Dr. Frank that the Treasurers Report be approved.

Vote: Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, aye; Dr. Gallagher, aye.  
Motion carried.

## Director's Report

### Approval Job Description - Director of ESC Philanthropic Education

# 2010-18

After discussion, it was moved by Dr. Gallagher, with a second by Mrs. Wiseman, that the Job Description for the Director of ESC Philanthropic Education be approved

Vote: Dr. Frank, aye; Mr. Snell, aye; Dr. Gallagher, aye; Mrs. Brooks, aye; Mrs. Wiseman, aye.  
Motion carried.

## Superintendent's Report

The Superintendent discussed the Shared Services Delivery System Initiative. He updated the Board with the program situation at Integrated Youth Services. He followed up with the Board regarding the actual intent of the position for which Mr. Marrinan was being hired for, which necessitated the revised Job Description and Contract Grant Agreement.

## Personnel

# 2010-19

The Superintendent recommended the following Personnel Recommendations be approved.

### Administrative Staff

**Mary Lou Shafer** - Director of Pupil Services, 1 year contract from 3/1/10 until 7/31/10 @ \$37,323.74 + \$440.00 for master's +30 totaling \$37,763.74

### Certified

**Kristin Douglass** - Preschool Teacher, revise contract from bachelor's, step 5 to master's, step 5 effective January 12, 2010

**Rebecca Montgomery** - Speech Language Pathologist, extra 17 days at daily rate until end of school year, to be paid by timesheet and reimbursed by Sugarcreek

**Charlotte Williams** - Speech Language Pathologist, up to 12 days at \$41.53 per hour from March 24 through June 4, 2010 to cover maternity leave for Erika Srbinovski, to be paid by timesheet

**Shelley Tarleton** - Speech Language Pathologist, up to 16 days @ \$50.00 per hour from March 24 through June 4, 2010 to cover maternity leave for Erika Srbinovski. To be paid by timesheet.

**Kim Cole** - Speech Language Pathologist, up to 5 days at daily rate from March 24 through June 4, 2010 to cover maternity leave for Erika Srbinovski. To be paid by timesheet.

**Adele Erbacher** - Speech Language Pathologist, up to additional 4 days to help with transitioning kindergarteners from February 1 until May 15th @ daily rate payable by timesheet.

### Classified Staff

**Ed Marrinan** - Director of ESC Philanthropic Education, 1 year contract from 1/11/10 until 6/30/10 @ \$39.00 per hour, 4 hours per day for 119 days plus 4 holidays for a total of 123 days for 09-10 school year

### Substitute Staff

**Michelle Thibaut** - substitute APE to cover for Kay Lynch Davis while she is off for surgery, effective March 22, 2010 until end of school year @ \$80.00 per day payable by timesheet

Substitute Teachers

Shelley Westfall  
Dan Ernst  
Jordan Cook  
Jeffrey Robertson

Moved by Dr. Frank, seconded by Mrs. Brooks that the Personnel Recommendations be approved.

Vote: Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, aye; Dr. Gallagher, aye; Mrs. Brooks, aye.  
Motion carried.

Property Insurance Renewal

# 2010-20

The Treasurer requested the following Property Insurance Renewal through Ohio Casualty be approved.

Policy Period:	March 10, 2010 thru March 10, 2011
Limit of Insurance:	increased 3% over last year
Morgan Building	\$4,618,730
Morgan Building contents	\$483,670
Academy Contents	\$127,736
Temporary Classroom	\$32,136
Temp Classroom Contents	\$3,856
Total	\$5,266,128

Extra Expense Coverage: \$50,000 each location  
Deductible: \$2,500.00  
Premium: \$8,045.00 (\$7,598.00 previous year)  
Includes both Commercial Property and Terrorism Risk

Moved by Mrs. Wiseman, seconded by Dr. Gallagher that the Insurance Renewal be approved.

Vote: Mrs. Wiseman, aye; Dr. Frank, aye; Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, aye.  
Motion carried.

Approve MVECA Internet Service Contract from July 1, 2010 and ending June 30, 2011 for the amount of \$13,067.40

# 2010-21

Moved by Mrs. Wiseman, seconded by Dr. Frank that the Contract be approved.

Vote: Dr. Frank, aye; Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye.  
Motion carried.

Approval \$3,300 Rental of Space from Friends for 2009-2010 School Year

# 2010-22

Moved by Dr. Frank, seconded by Mrs. Wiseman that the Rental of Space for Preschool purposes be approved.

Vote: Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, aye.  
Motion carried

Approve Cell Phone Reimbursement for Donna First

# 2010-23

Moved by Dr. Gallagher, seconded by Mrs. Wiseman that Donna First be reimbursed \$30.00 per month for business use of her personal cell phone, retroactive to January 2010.

Vote: Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Gallagher, aye; Dr. Frank, aye.  
Motion carried.

Approve FY2010 Revised Budget, Appropriations and Estimated Revenue for All Funds

# 2010-24

The Treasurer requested approval of the FY2010 Revised Budget, Appropriations and Estimated Revenue of All Funds.

General Fund

	<u>Instruction</u>		
001-1100-100	Salaries	\$608,124.00	
001-1100-200	Benefits	\$219,752.00	
001-1100-400	Purchased Services	\$71,313.00	
001-1100-500	Supplies	\$10,500.00	
001-1100-600	Capital Outlay	\$4,000.00	
001-1100-700	Capital Outlay-Replacement	\$1,000.00	
001-1100-800	Other	\$-	
			\$914,689.00
<u>Special Instruction</u>			
001-1200-100	Salaries	\$2,349,601.00	
001-1200-200	Benefits	\$922,460.00	
001-1200-400	Purchased Services *	\$56,874.21	
001-1200-500	Supplies *	\$24,919.99	
001-1200-600	Capital Outlay	\$17,700.00	
001-1200-700	Capital Outlay-Replacement *	\$7,730.00	
			\$3,379,285.20
<u>Support Services-Pupils</u>			
001-2100-100	Salaries	\$4,468,971.00	
001-2100-200	Benefits	\$1,387,230.00	

001-2100-400	Purchased Services	*	\$195,974.28	
001-2100-500	Supplies	*	\$19,534.47	
001-2100-600	Capital Outlay		\$13,000.00	
001-2100-800	Other		\$500.00	
				\$6,085,209.75
	<u>Support Services-Instruction</u>			
001-2200-100	Salaries		\$1,444,485.00	
001-2200-200	Benefits		\$550,512.00	
001-2200-400	Purchased Services	*	\$144,851.25	
001-2200-500	Supplies	*	\$9,540.00	
001-2200-600	Capital Outlay		\$1,200.00	
001-2200-800	Other		\$2,500.00	
				\$2,153,088.25
	<u>Support Services-Board of Ed</u>			
001-2300-100	Salaries		\$7,500.00	
001-2300-200	Benefits		\$1,234.00	
001-2300-400	Purchased Services	*	\$15,200.00	
001-2300-500	Supplies		\$1,000.00	
001-2300-800	Other		\$9,100.00	
				\$34,034.00
	<u>Support Services-Administration</u>			
001-2400-100	Salaries		\$164,014.00	
001-2400-200	Benefits		\$51,184.00	
001-2400-400	Purchased Services	*	\$25,870.06	
001-2400-500	Supplies	*	\$18,484.39	
001-2400-600	Capital Outlay		\$30,000.00	
001-2400-700	Capital Outlay-Replacement		\$20,000.00	
001-2400-800	Other		\$26,545.00	
				\$336,097.45
	<u>Fiscal Services</u>			
001-2500-100	Salaries		\$181,125.00	
001-2500-200	Benefits		\$60,267.00	
001-2500-400	Purchased Services		\$2,500.00	
001-2500-500	Supplies	*	\$3,150.00	
001-2500-700	Capital Outlay-Replacement		\$3,500.00	
001-2500-800	Other	*	\$28,850.00	
				\$279,392.00
	<u>Support Services-Business</u>			
001-2600-100	Salaries		\$36,110.00	
001-2600-200	Benefits		\$14,874.00	
001-2600-400	Purchased Services		\$7,000.00	
001-2600-500	Supplies		\$-	
001-2600-600	Capital Outlay		\$-	
				\$57,984.00
	<u>Plant Services</u>			
001-2700-100	Salaries		\$42,704.00	

001-2700-200	Benefits	\$7,082.00	
001-2700-400	Purchased Services	\$162,500.00	
001-2700-500	Supplies	\$9,000.00	
001-2700-600	Capital Outlay	\$25,000.00	
001-2700-700	Capital Outlay - Replacement *	\$17,748.00	
			\$264,034.00
	<u>Architectural Services</u>		
001-5300-400	Purchased Services	\$-	\$-
	<u>Property Services</u>		
001-5500-400	Purchased Services	\$81,000.00	
001-5500-600	Capital-Acquisition/Construction	\$30,000.00	
			\$111,000.00
	<u>Transfer Out of General Funds</u>		
001-7200-900	Transfer Out of General Funds	\$13,500.00	
			\$13,500.00
	<u>Refund of Prior Year Receipts</u>		
001-7500-900	Refund of Prior Year Receipts	\$230,000.00	
			\$230,000.00
Total General Fund			\$13,858,313.65

Figures to the right of "\*" include Carry Over Encumbrances from FY2009 totaling \$15,362.65.  
Budgeted expenditures for this year total \$13,842,951.00

Non General Funds - Appropriated to "Fund/SCC"

001-9006	Gen Fund-Est Medicaid Payback FY06	\$35,600.00
001-9007	Gen Fund-Est Medicaid Payback FY07	\$8,850.00
001-9008	Gen Fund-Est Medicaid Payback FY08	\$12,320.00
001-9009	Gen Fund-Est Medicaid Payback FY09	\$13,500.00
019-9001	FourOaks PS Revenue	\$14,748.82
019-9002	Friend's PS Revenue	\$6,547.97
019-9011	Franklin B. Walter Scholarship Fund	\$7,984.72
019-9013	CORSP "Headstart"	\$33,854.50
019-9100	ELI-ODJFS	\$105,906.82
019-9300	Parent Mentor Program	\$3,411.42
019-9400	WIA Program	\$1,217.33
019-9500	Greene County Community Foundation	\$25,000.00
019-9998	Drug and Alcohol	\$75,327.52
020-9998	Enterprise Fund	\$182,174.07
432-9998	State - EMIS	\$14,002.52
440-9008	State - Entry Year FY2008	\$177.72
440-9009	State - Entry Year FY2009	\$1,159.07
451-9009	State - Network Subsidy FY2009	\$235.82
451-9010	State - Network Subsidy FY2010	\$4,000.00

452-9009	State - Etech Prof Dev FY2009	\$550.00
463-9210	State - Alternative School FY2010	\$53,775.00
499-9010	State - OIP FY09/FY10	\$500.00
587-9209	Federal - Preschool FY2009	\$760.00
587-9009	Federal - Preschool Misc Prf Dev Grant	\$225.00
587-9210	Federal - Preschool FY2010	\$23,433.79
587-932N	Federal - ECSE ARRA FY2010	\$18,831.35
599-9010	Federal - School Improvement FY2010	\$1,800.00

Total Non General Fund \$645,893.44

Total All Funds \$14,504,207.09

Budgeted Revenue for FY2009-2010

General Fund		Beginning Balance	Estimated Revenue	Total Available
		\$2,982,880.97		
001-1223-0000	Tuition - Academy		\$481,585.00	
001-1223-0001	Tuition - Outdoor Advantage		\$176,280.00	
001-1223-0003	Tuition - PHP		\$214,630.00	
001-1223-0005	Tuition - Virtual Academy		\$19,645.00	
001-1223-XXXX	Tuition-Previous Year		\$2,976.00	
001-1229-0000	Charges for Services-Foundation		\$779,346.00	
001-1229-0001	Contracted Services		\$8,889,399.00	
001-1410-0000	Interest on Investments		\$16,655.00	
001-1890-0000	Miscellaneous		\$117,615.00	
001-1890-1001	PD Program Fees & Registrations		\$54,000.00	
001-2100-2100	Medicaid Reimbursements		\$136,400.00	
001-2100-2200	ADAMHS-Mental Health "NM" & "MM"		\$320,799.00	
001-3110-0000	Unrestricted GIA-Foundation		\$1,681,620.00	
General Fund Totals		\$2,982,880.97	\$12,890,950.00	\$15,873,830.97

Other Funds		Beginning Balance	Estimated Revenue	Total Available
001-9006	GenFund-Est Med PB FY06	\$35,600.00	\$-	\$35,600.00
001-9007	GenFund-Est Med PB FY07	\$8,850.00	\$-	\$8,850.00
001-9008	GenFund-Est Med PB FY08	\$12,320.00	\$-	\$12,320.00
001-9009	GenFund-Est Med PB FY09	\$-	\$13,500.00	\$13,500.00
019-9001	FourOaks PS Revenue	\$13,748.82	\$1,000.00	\$14,748.82
019-9002	Friend's PS Revenue	\$6,147.97	\$400.00	\$6,547.97
019-9011	FBW Scholarship Fund	\$5,719.72	\$2,265.00	\$7,984.72
019-9013	CORSP "Headstart"	\$26,054.50	\$7,800.00	\$33,854.50
019-9100	ELI-ODJFS	\$79,178.05	\$26,728.77	\$105,906.82
019-9300	Parent Mentor Progam	\$3,411.42	\$-	\$3,411.42
019-9400	WIA Program	\$1,217.33	\$-	\$1,217.33
019-9500	Gr County Comm Found	\$-	\$25,000.00	\$25,000.00
019-9998	Drug and Alcohol	\$34,914.52	\$40,413.00	\$75,327.52
020-9998	Enterprise Fund	\$62,174.07	\$120,000.00	\$182,174.07

432-9998	State - EMIS	\$11,002.52	\$3,000.00	\$14,002.52
440-9008	State-Entry Year FY2008	\$177.72	\$-	\$177.72
440-9009	State-Entry Year FY2009	\$1,159.07	\$-	\$1,159.07
451-9009	State-Network Subsidy FY2009	\$235.82	\$-	\$235.82
451-9010	State-Network Subsidy FY2010	\$-	\$4,000.00	\$4,000.00
452-9009	State-Etech Prof Dev FY2009	\$550.00	\$-	\$550.00
463-9010	State-Alternative School FY2010	\$-	\$53,775.00	\$53,775.00
499-9010	State-OIP FY09/FY10	\$-	\$500.00	\$500.00
587-9209	Federal - Preschool 2009	\$760.00	\$-	\$760.00
587-9009	Federal - PS Misc PD Grant	\$-	\$225.00	\$225.00
587-9010	Federal - Preschool 2010	\$-	\$23,433.79	\$23,433.79
587-932N	Federal - ECSA ARRA stimulus	\$-	\$18,831.35	\$18,831.35
599-9010	Federal - School Imp FY2010	\$-	\$1,800.00	\$1,800.00
Non General Fund Totals		\$303,221.53	\$342,671.91	\$645,893.44
Total For All Funds		\$3,286,102.50	\$13,233,621.91	\$16,519,724.41

Moved by Mrs. Wiseman, seconded by Mrs. Brooks that the Revised FY2010 Budget, Appropriations and Estimated Revenue of All Funds be approved.

Vote: Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, aye.  
Motion carried.

Approve Revised Grant Agreement with Greene County Community Foundation for \$25,000, for the period January thru June 2010.

# 2010-25

Moved by Dr. Frank, seconded by Mrs. Wiseman that the Revised Grant Agreement with Greene County Community Foundation.

Vote: Dr. Frank, aye; Mrs. Wiseman, aye; Mrs. Brooks, aye; Mr. Snell, aye; Dr. Gallagher, aye.  
Motion carried.

#### Additions to the Agenda

Dr. Gallagher handed out the evaluation forms for the Superintendent with instructions.

#### Adjourn

There being no further business to come before the Board, Mr. Snell adjourned the Meeting at 11:20 AM.

Attest

\_\_\_\_\_  
Lee Snell, President

\_\_\_\_\_  
Robert L. Arledge Jr., Treasurer

Upcoming Events

March Governing Board Meeting – March 11, 2010 at 9:30 AM