

Organizational and Regular Meeting
Governing Board of the
Greene County Educational Service Center
Thursday, January 11, 2018 – 9:30 AM

Call to Order/Roll Call

Mr. Snell, having been appointed President Pro-Tem at the December 14, 2017 Regular Meeting called the Meeting to order at 9:33 AM with the following in attendance: Mrs. Wiseman, Mr. Cross and Mr. Snell. Dr. Gallagher and Dr. Frank were absent.

Also in attendance: Mrs. Terry Strieter, Superintendent, Mr. Mike Gray, Consultant for Business and Legislative Affairs and Mr. Arledge, Treasurer.

Oath of Office

The Treasurer administered the Oath of Office to Mrs. Wiseman, Mr. Cross and Mr. Snell.

Election of Governing Board Officers for 2018

#2018-1

President

Moved by Mrs. Wiseman, seconded by Mr. Cross that Mr. Snell be nominated for Board President.

Vice President

Moved by Mr. Snell, seconded by Mr. Cross that Dr. Gallagher be nominated for Vice President.

Moved by Mrs. Wiseman, seconded by Mr. Cross to close the nominations.

Vote: Mr. Snell, aye; Mrs. Wiseman, aye; Mr. Cross, aye.

Adoption of Agenda

#2018-2

Moved by Mrs. Wiseman, seconded by Mr. Cross that the Agenda be approved.

Revisions and Additions were noted.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Approve Minutes of December 14, 2017, Regular Board Meeting

2018-3

Moved by Mr. Snell, seconded by Mrs. Wiseman that the Minutes of the December 14, 2017 Meeting be approved.

Vote: Mr. Snell, aye; Mrs. Wiseman, aye; Mr. Cross, aye.
Motion carried.

Open Communications

Mr. Snell read a card, written to the Board, from Dr. Frank.

Establish Regular Board Meeting Dates, Times and Locations for Calendar Year 2018

2018-4

After discussion, it was moved by Mr. Snell, with a second by Mrs. Wiseman, that the Regular Board Meetings for 2018 be as listed, with all meetings held at the Greene County ESC.

Thursday, February 8, 2018	9:30 AM
Thursday, March 22, 2018	9:30 AM
Thursday, April 12, 2018	9:30 AM
Thursday, May 10, 2018	9:30 AM
Thursday, June 14, 2018	9:30 AM
Thursday, July 26, 2018	9:30 AM
Thursday, August 9, 2018	9:30 AM
Thursday, September 13, 2018	9:30 AM
Thursday, October 11, 2018	9:30 AM
Thursday, November 8, 2018	9:30 AM
Thursday, December 13, 2018	9:30 AM

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Establish the Governing Board of the Greene County Educational Service Center Fund at \$20,000 for calendar year 2018

2018-5

Moved by Mrs. Wiseman, seconded by Mr. Cross that the Service Center Fund for the Governing Board be set at \$20,000.00 for 2018.

Vote: Mr. Snell, aye; Mrs. Wiseman, aye; Mr. Cross, aye.
Motion carried.

Appoint Board Committee and Liaison Assignments for 2018

After discussion, Mr. Snell appointed the following for 2018.

Policy Liaison –Dr. Frank
Business Advisory Representative – Mr. Cross
Legislative Liaison – Mrs. Wiseman
Student Achievement Liaison – Dr. Gallagher

Establish Financial/Audit Committee 2018

2018-6

Moved by Mrs. Wiseman, seconded by Mr. Cross, that the 2018 Financial/Audit Committee include the Treasurer, Superintendent and Governing Board President.

Vote: Mrs. Wiseman, aye; Mr. Cross, aye; Mr. Snell, aye.
Motion carried.

Approve Expenditures and Procedures for Calendar Year 2018

2018-7

The Superintendent recommended the following be approved.

1. Permission for the board, Superintendent, Treasurer, Administrators, and Staff Members to attend professional meetings
2. Permission to allow Treasurer to pay bills as they are received within the limits of established appropriations;
3. Permission to allow Treasurer to invest all available funds in a timely and effective manner;
4. Permission to allow the Superintendent to employ and/or accept resignations of personnel on behalf of the Board during time when the Board is not in session subject to ratification by the Board. Upon ratification by the Board the employment and/or resignation shall be deemed effective as of the date and time of the Superintendent's offer and/or acceptance.
5. Permission to allow Treasurer to establish Special Appropriation Accounts for State, Federal, and Private Source Grants; and
6. Permission to renew office maintenance contracts as they come due.

Moved by Mr. Snell, seconded by Mr. Cross that the above be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Treasurer's Report

2018-8

The Treasurer presented the list of Bills paid for the month of December 2017 (summary below) for the Board's approval.

List of Bills Paid during December 2017

General Fund "001"	\$1,121,607.07
Local Grants "019"	\$120,308.46
Staff Development "020"	\$5,520.05
Agency "027"	\$2,909.76
State Grants "400"	\$936.60
Federal Grants "500"	\$40,193.39
Total	\$1,291,475.33

The Treasurer reviewed the monthly financial statements. He touched briefly on the many "reimbursement style" PAX related Funds and the perpetual negative cash balances they are in. He explained the larger than normal negative balance in the Fairborn Digital Academy Fund was due to them not paying the November payroll and benefit charges until January. Regarding the Alternative School Programs, he informed the Board that PHP enrollment at the end of December was extremely low, finishing the month with just 9 students. Not knowing where enrollment will go over the final half of the school year, it is impossible to estimate how the program will end as far as profit or loss. He reviewed the estimated reconciliation amounts for those districts sending students to the Academy/Outdoor Advantage programs, based on current enrollment holding through the end of the year. Regarding the FY17 Audit, he informed the Board that the "on sight" work has been completed. The audit should be released within 6 weeks.

Moved by Mrs. Wiseman, seconded by Mr. Cross that the Treasurer's report be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Superintendent's Report

In a Facilities update, the Superintendent discussed some possibilities for the Curriculum Room. With regards to the Strategic Plan, the February Meeting dates have been set. In the Legislative Update, SB-216 was discussed. Also discussed was the fact that County Boards for Development Disabilities Services will be receiving money from the state for classrooms. It is hoped that ESC's will receive funding for these types of classrooms in the future.

Business Advisory Council / GCESC Governing Board Meeting

It was recognized that this Board Meeting was considered to meet the requirements as on of the annual Business Advisory Council yearly meetings.

Mission Statement: The Greene County Business Advisory Council, in partnership with Greene County schools and businesses, will assist in the assessment of workforce needs and employability skills for student success in the regional economy.

Updates:

- Amy McKinney, from the Greene County branch of OhioMeansJobs, has accepted the invitation to be on the BAC.
- All of Greene County public school districts have chosen to align with our GCESC Business Advisory Council.
- Some of the districts have chosen to use joint resolutions to show their alliance with the GCESC BAC. (This is suggested as good practice but is not required.)
- Each business/organization involved in the BAC is being asked to bring Needs Assessment/Employability Skill Needs to the March BAC Meeting. (Hard to fill jobs/skills needed in the organization)
- GCCC has collected data on workforce needs and will be sharing that information at our March board meeting.
- On December 7th, 2017, Ohio Department of Education (ODE) put out guidance for BACs. (attached)

Discussion:

- Determine if the GCESC BAC is operating in the spirit of the law. (Yes.)
- Ensure that each district superintendent receives updates to share with their district boards. (Supt. Strieter to send to each district Superintendent who can share with his district board.)
- Ensure that the board prepares its joint statement to ODE at its February board meeting so that it can be submitted to ODE by the required date of March 1st, 2018. (Supt. Strieter will prepare this statement for the February 8th, 2018 GCESC board meeting. Will send to district superintendents after that meeting.)
- Other issues or concerns
 - Discussed the need for ongoing discussion of “soft skills” for students
 - Agreed to continue in the format agreed to at the November 29th BAC meeting (see minutes)
 - Discussed the idea of each district having a business with whom they partner. More discussion of this to take place at March 14th BAC meeting.

Minutes of the November 29, 2017 BAC Meeting

Business Advisory Council (BAC)
November 29, 2017
9:00 AM at Greene County ESC

Present: Brittany O’Diam, Mark North, David Deskins, Gabe Lofton, Jeff Lewis, Terry Graves-Strieter, Clancy Cross, Kathy Harper, Chad Mason, Ed Marrinan, Paul Newman Jr., Dave Bartlett, Isaac Seevers, Karen Wintrow, Mike Uecker, Elizabeth Betz, Anne Gerard

Reviewed the BAC Role— O.R.C. 3313.82 & H.B. 49

BACs must advise and provide recommendations to the ESC governing board on matters specified by the ESC governing board including but not limited to:

- The delineation of employment skills and the development of curriculum to instill these skills;
- Changes in the economy and in the job market, and the types of employment in which future jobs are most likely to be available; and
- Suggestions for developing a working relationship among businesses, labor organizations, and educational personnel.

Recommendations to meet requirements:

- Interactive, meaningful committee
- Quarterly meeting recommendation
 - November 29, 2017: Organizational Meeting
 - January 11th, 2018, 9:30 AM—BAC Reps meet during GCESC Board Meeting/Report to GCESC Governing Board (Reports also go to districts)
 - March 14th, 2018—FULL COUNCIL Meeting at 9AM to 10:30 AM
 - May 10th, 2018, 9:30 AM—BAC Reps meet during GCESC Board Meeting/Report to GCESC Governing Boards (Reports also go to districts)

Formalities

- Chairperson/Coordinator: Terry Graves-Strieter
- Secretary/Recorder: Kathy Harper

Mission statement was developed:

The Greene County Business Advisory Council, in partnership with Greene County schools and businesses, will assist in the assessment of workforce needs and employability skills for student success in the regional economy.

Moving Forward (Goals): Homework assignment

- Job Needs in the Workplace: conduct a needs assessment of job market needs and employability skills needed within your industry; be prepared to discuss at the next meeting
 - Sources of Information:
 - Area Chamber of Commerce committees
 - Use of OhioMeansJobs to provide information to the BAC regarding regional needs (invite Amy McKinney to next meeting)
 - Use of data collected by the Greene County Career Center
- How do we assist students in gaining employability?
 - Discussion of how to support students and match to existing labor needs in the region due to the diversity in the county
- Potential members of the council- manufacturing reps-email names to Terry

Next Full Council Meeting Date—March 14, 2018 at 9am; Greene County ESC

Personnel Recommendations

2018-9

The Superintendent requested the following Personnel Recommendations be approved.

Classified Staff

Andre Roldan - Classroom Assistant, salary schedule upgrade to Bachelor's Step 11 on Classroom Assistant salary schedule @ \$17.79 per hour for remainder of 2017-18 school year

Other

Michele Berning - up to 5 hours at \$50 per hour for school psych testing for Yellow Springs, to be paid by timesheet on a Purchased Services Contract

Moved by Mr. Cross, seconded by Mrs. Wiseman that the Personnel Recommendations be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Approve Business Advisory Council Joint Agreement for Xenia Community Schools

2018-10

Moved by Mr. Cross, seconded by Mr. Snell that the Business Advisory Council Joint Agreement with Xenia Community Schools be approved.

Vote: Mrs. Wiseman, aye; Mr. Cross, aye; Mr. Snell, aye.
Motion carried.

Approve Fairborn Digital Academy Personnel Change

2018-11

Shari Little – increase maximum allowed hours by timesheet to 800 (from 300) for FY18

Moved by Mr. Cross, seconded by Mrs. Wiseman that the personnel change be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Board Policy – Second Reading and Approval

2018-12

The Second Reading was held with a request for Approval, for the following policies.

4120.05	Employment of Substitute Education Aides
5136	Personal Communication Devices
5200	Attendance
5330	Use of Medications
5530	Drug Prevention
6233	Amenities for Participants at Meetings and/or Other Occasions
6680	Recognition
7300	Disposition of Real Property/Personal Property
7540.03	Student Technology Acceptable Use and Safety
7540.04	Staff Education Technology Acceptable Use and Safety
7540.05	Educational Service Center-Issued Staff E-Mail Account
7540.06	Educational Service Center-Issued Student E-Mail Account
9141	Center-Business Advisory Council

Moved by Mrs. Wiseman, seconded by Mr. Cross that the Board Policies be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Approve Literacy Specialist (Xenia) Job Description

2018-13

Moved by Mr. Cross, seconded by Mrs. Wiseman that the Literacy Specialist (Xenia) Job Description be approved.

Vote: Mr. Cross, aye; Mr. Snell, aye; Mrs. Wiseman, aye.
Motion carried.

Approve Fairborn Digital Academy Staff Bonuses

2018-14

Moved by Mr. Cross, seconded by Mrs. Wiseman that all 24 Fairborn Digital Staff, paid through the Greene County ESC, receive a \$1,000.00 bonus for FY18.

Vote: Mr. Snell, aye; Mrs. Wiseman, aye; Mr. Cross, aye.
Motion carried.

Review of Board Goals for 2018

After a review of the previous year Board Goals, the consensus was to keep them the same for 2018.

Adjourn

There being no further business to come before the Board, Mr. Snell adjourned the Meeting at 10:47 AM.

Attest

Lee Snell, President

Robert L. Arledge Jr., Treasurer

Upcoming Events

Martin Luther King Observance – Office and School Closed – January 15, 2018