

MINUTES
Regular Meeting
Governing Board of the
Greene County Educational Service Center
August 9, 2012 - 9:30 AM

Call to Order/Roll Call

Mr. Snell called the Meeting to order at 9:37 AM with the following in attendance: Mrs. Wiseman, Dr. Frank, Dr. Gallagher, Mrs. Brooks and Mr. Snell.

Also in attendance: Mr. Gray, Superintendent, Ms. Strieter, Director of Operations and Mr. Arledge, Treasurer.

Adoption of Agenda

2012-72

Moved by Dr. Gallagher, seconded by Dr. Frank 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 July 12, 2012, Regular Board Meeting

2012-73

Moved by Dr. Gallagher, seconded by Mrs. Wiseman that the Minutes of the July 12, 2012, Regular Board Meeting be approved.

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

Open Communications

Mr. Snell recognized guests in attendance, Ms. Candace Greenwood, a former ESC employee and her father, Forest Greenwood.

Dr. Gallagher stated that she is taking over the Treasurer Evaluation and retooling the current format, as there is some displeasure with the current one. Along with the Treasurer's current Job Description and evaluation format, she handed out copies of Bellbrook-Sugarcreek Local and Greene County Career Center Treasurer Evaluations. Mrs. Brooks suggested that Treasurer Evaluation formats from other ESC's should also be used. Mr. Snell welcomed Mike Gray and Terry Strieter in their new roles. Mr. Gray passed around a BASA Business Advisory detailing Tuesday's voter results on school issues. Also passed around was a recent article in the Yellow Springs News detailing Terry Thomas' time as Superintendent.

Treasurer's Report

2012-74

The Treasurer presented the list of Bills paid for the month of July 2012 (summary below) for the Board's approval.

List of Bills Paid during July, 2012

General Fund "001"	\$1,164,796.23
Local Grants "019"	14,077.37
Staff Development "020"	2,753.15
State Grants "400"	1,600.00
Federal Grants "500"	12,310.83
Total	\$1,195,537.58

The Treasurer reviewed the regular monthly reports for the Board. He reminded the Board of what the actual premiums for Health, Dental, Vision and Life Insurances would be starting with the October Premium, noting that Health Insurance through Anthem, via the EPC Pool, was coming in at a 1.5% reduction from last year. He discussed the status of the FY12 GAAP Conversion and the Compliance/Fiscal Audit, stating everything appears to have been finished with just the internal review process needed before release by the end of August. He discussed the Fleet Insurance Renewal for approval later in the meeting.

At the July Board Meeting, he had discussed with the Board the drop in General Fund Balance from the beginning balance on July 1, 2011 of \$3,288,791.55 to \$2,812,431.64 on June 30, 2012, a total of \$476,359.91, and stated he would have a clearer picture for them at the August Meeting.

He presented a report showing the revenue the Board received during FY12 to support those expenditures incurred that are not part of programs charged to the districts. These overhead expenditures totaled \$1,274,436.00. The revenue to support these costs totaled \$886,300.00 and fell short by \$388,136.00. He explained the reason why this loss was less than the potential \$696,734.00 gap he had reported at the February Meeting. The potential loss was based upon the ESC spending all budgeted "building costs", which it did not. The \$886,300.00 in revenue was \$432,121.00 less than what had been realized in FY11, with \$274,985.00 of that due to the reduction of Administrative fees charged on pooled programs from 7.25% to 5.25% approved by the Board going into FY12.

He also presented a report showing June 30 Ending General Fund Cash Balances for fiscal years 2004-2012. In it, he adjusted the June 30 balances with the net effect of the "District Reconciliations", along with any other outstanding revenue, and also deducted the obligated wages and benefits for any fiscal year that were paid in the next fiscal year. All of this was to show what the ESC really had in General Funds for any fiscal year. Using this methodology, the ESC's General Fund decreased almost \$370,000.00, or 24%, from the end of FY11 to FY12.

Moved by Mrs. Wiseman, seconded by Mrs. Brooks that the Treasurers report be approved.

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

Board Policies – Second Reading and Approval

2012-75

The Superintendent presented the following policies for a Second Reading with a request for Approval.

- EBCE – Protection for Reporting Safety and Fraud Violations
- EBCE-E-1 – Protection for Reporting Safety and Fraud Violations
- EBCE-E-2 – Protection for Reporting Safety and Fraud Violations
- EBCE-R – Protection for Reporting Safety and Fraud Violations
- JFCF – Hazing and Bullying
- JFCF-R – Hazing and Bullying
- KG – Community Use of School Facilities
- JN – Student Fees, Fines and Charges
- GBQ – Criminal Records Check
- EFF – Food Sale Standards
- CBC – Superintendent’s Contract
- BDDF-E – Voting Method
- GDKB – Classified Staff Meetings
- GDKB-R – Classified Staff Meetings
- EDE – Computer/Online Services

Moved by Dr. Gallagher, seconded by Dr. Frank that the Board Policies be approved.

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

Superintendent's Report

The Superintendent queried the Board Members as to their interest in attending the Capital Conference in Columbus over November 11-14, 2012.

Personnel Recommendations

2012-76

The Superintendent recommended the following Personnel Recommendations be approved.

Classified Staff

Blake Workman - School Based Mental Health, 1 year contract, 187 total days @ \$44,158.18 for 2012-13 school year

Jaime Hilling - School Based Mental Health, “revised contract” to 197 total days @ \$52,669.92 for 2012-13 school year

Mary Beth Burkholder - Preschool Aide, “revised contract” to 150 total days @ \$20.46 per hour for 2012-13 school year

Adrianna Camacho-Wagner - INC Classroom Aide/Nurse RN, 1 year contract @ \$14.84 per hour plus \$5,000.00 stipend for nursing duties, 190 contract days for 2012-13 school year

Mel Campbell - Learning Center Aide, “**revised contract**” to 192 contract days, 5 days per week, 6.5 hours per day @ \$20.46 per hour for 2012-13 school year

Certified Staff

Cecilia Emery - OT, up to 8 hours at hourly rate for additional services for Xenia to be reimbursed by Xenia for hourly rate and benefits. Payable by timesheet

Jason Miller - a full day pay at daily rate to instruct CPI training payable by timesheet

Substitute Teachers & Aides

Ashley Gnau
Juli Papi - aide to sub on Fridays

CPI Training Stipends

Judi Bilbrey –	Half day \$40
Connie Miller	Full day \$80
Pam Pursifull	Full day \$80
Adrianna Camacho-Wagner	Full day \$80

Resignations

Ben Parish, OA Teacher, effective immediately
Todd Shuttleworth – OA Aide, effective end of 2011-12 school year
Ashley Gnau - INC Aide, effective end of 2011-12 school year

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

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

Approve American Fidelity Section 125 Plan - October 1, 2012 through September 30, 2013

2012-77

Moved by Mrs. Wiseman, seconded by Dr. Gallagher that the Section 125 Plan, through American Fidelity, for October 1, 2012 thru September 30, 2013, be approved.

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

Approve Group Enrollment Rating Fee for Workers Compensation

2012-78

The Treasurer requested the Board approve the 2013 Enrollment with the Southwestern Ohio Educational Purchasing Council, with Hunter Consulting Inc., as Third Party Administrator for the purpose of Workers Compensation Group Rating at a cost of \$1,558.00.

Estimated 2013 BWC Premium (outside of Pool) \$62,597.37
Estimated 2013 BWC Premium (inside of Pool) \$48,265.34
Estimated Savings \$14,332.03
Calculated Group Rating Fee – 10.9% - \$1,558

Moved by Mrs. Wiseman, seconded by Mrs. Brooks that the Group Enrollment Fee be approved.

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

Approve 2012-2013 Handbooks

2012-79

LPDC
Learning Center
Outdoor Advantage/INC/Academy
Friends Preschool
Greeneview Preschool
Itinerant Preschool

Moved by Mrs. Brooks, seconded by Mrs. Wiseman that the 2012-2013 Handbooks be approved.

Vote: Mrs. Brooks, aye; Mr. Snell, aye; Mrs. Wiseman, aye; Dr. Frank, aye; Dr. Gallagher, abstain.
Motion carried 4 – 0 - 1.

Approve Audit/Agreed Upon Procedures with MHRB of Clark, Greene and Madison Counties - performed by Clark, Shaeffer, Hackett and Co.

2012-80

Moved by Dr. Frank, seconded by Mrs. Brooks that the Agreed Upon Procedure, to be performed by Clark, Shaeffer, Hackett and Co., to verify calculated “FY12 actual cost per unit” for all services provided under the FY12 contract with the MHRB, with \$2,350 charged to Mental Health, and \$400 charged to Drug and Alcohol, for a total of \$2,750.00, be approved.

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

Approve Application for Waiver for Age-Variance in Greene County INC Unit

2012-81

Moved by Mrs. Brooks, seconded by Mrs. Wiseman that the Application for Waiver for Age-Variance in Greene County INC Unit, be approved.

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

Approve Fleet Insurance with Ohio Casualty Insurance

2012-82

Moved by Dr. Frank, seconded by Mrs. Brooks that the Fleet Insurance, effective September 14, 2012 through September 14, 2013, with a premium of \$500.00, be approved.

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

Approve FY2013 DASA/UD Internal Services Annual Dues - \$300.00

2012-83

Moved by Mrs. Brooks, seconded by Mrs. Wiseman that the FY2013 DASA/UD Internal Services Dues be approved.

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

Approve FY2013 AESA Membership Dues \$395.00

This item failed for lack of motion.

Approve Therapy Connections Contract for FY2013 Occupational Therapy Services

2012-84

Moved by Dr. Frank, seconded by Dr. Gallagher to Approve a Contract with Therapy Connections to provide Occupational Therapy Services for from August 20, 2012 thru November 30, 2012, up to 55 days or 400 hours, at their hourly rate.

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

Additions to Agenda - Executive Session – Discuss Employment Contract with a District

2012-85

Moved by Mrs. Brooks, seconded by Mrs. Wiseman that the Board go into Executive Session for a discussion relative to an Employment Contract with a Greene County School District at 10:54 AM.

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

At this point, Mr. Snell informed the guests, Candace and Forest Greenwood, that they would be asked to leave so that the Board could meet in Executive Session.

Ms. Greenwood and her father expressed they did not realize that her opportunity to speak was during Open Communications. Therefore, Mr. Snell granted Ms. Greenwood the chance to talk at this time, instead of going directly into Executive Session.

Ms. Greenwood discussed her prior employment with the ESC as an educational aide, who was a victim of the “reduction in force” of educational aides in April of 2011. She told the Board that she was the next on the “recall list” when another person was hired to a similar position she had held when let go. She informed the Board that the person hired was not an employee at the time of the Reduction in Force, had no recall rights, and was hired in a manner that violated the ESC Board Policy regarding “recalls” in this situation. She stated she had asked Mr. Thomas, in writing, on two occasions to explain to her the reasons why she was not offered the position. She stated the first correspondence she received was from Janet Cooper, the Board’s attorney. She stated that, at that point, she retained an attorney. She disputed the information communicated to her attorney from the Board’s attorney as not being truthful. She stated she was not planning on suing for lost wages, her intent was to remind the Board that they have approved policies for personnel matters and they were not followed when it pertained to rights as a former employee let go due to a “reduction in force.”

After some additional discussion, Ms. Greenwood and her father left the meeting at 11:35 AM.

At this point the Board was in Executive Session to discuss an Employment Contract with a District.

After a discussion regarding an Employment Contract with a District, the Board returned to Regular Session at 11:53 AM.

Adjourn

There being no further business to come before the Board, Mr. Snell adjourned the Meeting at 11:54 AM.

Attest

Lee Snell, President

Robert L. Arledge Jr., Treasurer

Upcoming Events

August 21, 2012 – 8:30 a.m. – Opening Day Meeting
August 21, 2012 - 12:00 p.m. – CPI Training & Departmental Meetings
Governing Board Meeting – September 12, 2012 at 9:30 AM