

MINUTES  
Regular Meeting  
Governing Board of the  
Greene County Educational Service Center  
January 9, 2014 – 9:30 AM

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Call to Order/Roll Call

Mr. Snell, having been appointed President Pro-Tem at the December 12, 2013 Regular Meeting called the Meeting to order at 9:50 AM with the following in attendance: Mrs. Wiseman, Dr. Gallagher, Mrs. Brooks and Mr. Snell. Dr. Frank was absent.

Also in attendance: Mr. Gray, Superintendent, Mrs. Terry Strieter, Assistant Superintendent and Mr. Arledge, Treasurer.

Oath of Office

The Treasurer administered the Oath of Office to two of the three recently re-elected Board Members, Mrs. Wiseman and Mr. Snell.

Election of Governing Board Officers for 2014

# 2014-1

President

It was moved by Mrs. Wiseman, with a second from Dr. Gallagher, that Mr. Snell be nominated for the position of Governing Board President.

Vote: Mrs. Wiseman, aye; Dr. Gallagher, aye; Mrs. Brooks, aye; Mr. Snell, abstain.  
Motion carried 3 – 0 - 1.

Vice President

It was moved by Mrs. Wiseman, with a second from Mr. Snell, that Dr. Gallagher be nominated for the position of Governing Board Vice President.

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

Adoption of Agenda

# 2014-2

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

Revisions and Additions were noted.

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

Approve Minutes of December 12, 2013, Regular Board Meeting

# 2014-3

Moved by Mrs. Wiseman, seconded by Dr. Gallagher that the Minutes of the December 12, 2013 Regular Board Meeting be approved.

Vote: Dr. Gallagher, aye; Mrs. Brooks, abstain; Mr. Snell, aye; Mrs. Wiseman, aye.  
Motion carried 3 – 0 - 1.

Open Communications

None

Establish Regular Board Meeting Dates, Times and Locations for Calendar Year 2014

# 2014-4

After discussion, it was moved by Mrs. Brooks, seconded by Mrs. Wiseman that the Regular Board Meetings for 2014 be as listed, with all Meetings held at the Greene County ESC.

Thursday, February 6, 2014	9:30 AM
Thursday, March 13, 2014	9:30 AM
Monday, April 7, 2014	9:30 AM
Thursday, May 8, 2014	9:30 AM
Thursday, June 12, 2014	9:30 AM
Thursday, July 10, 2014	9:30 AM
Thursday, August 14, 2014	9:30 AM
Tuesday, September 9, 2014	9:30 AM
Thursday, October 9, 2014	9:30 AM
Thursday, November 13, 2014	9:30 AM
Thursday, December 11, 2014	9:30 AM

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

Establish the Governing Board of the Greene County Educational Service Center Fund at \$20,000 for Calendar Year 2014

# 2014-5

Moved by Mrs. Brooks, seconded by Dr. Gallagher that the Service Center Fund for the Governing Board be set at \$20,000.00 for 2014.

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

Appoint Board Committee and Liaison Assignments for 2014

After discussion, Mr. Snell appointed the following for 2014.

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

Establish Financial/Audit Committee for 2014

# 2014-6

Moved by Mrs. Brooks, seconded by Dr. Gallagher, that the 2014 Financial/Audit Committee include the Treasurer, Superintendent, Assistant Superintendent and Governing Board President.

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

Approve Expenditures and Procedures for Calendar Year 2014

# 2014-7

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 Mrs. Brooks, seconded by Dr. Gallagher that the above be approved.

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

Treasurer's Report

# 2014-8

The Treasurer presented the list of Bills paid for the month of December 2013 (summary below) for the Board's approval.

List of Bills Paid during December 2013

General Fund "001"	\$868,954.02
Local Grants "019"	\$13,394.20
Staff Development "020"	\$2,189.39
State Grants "400"	\$12,442.26
Federal Grants "500"	\$8,928.58
Total	\$905,908.45

The Treasurer reviewed the monthly financial statements. He updated the Board with current enrollment figures for Alternative Ed programs. He mentioned that FY14 Foundation Payments from ODE are still basing Preschool Support on the previous years method.

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

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

Superintendent's Report

The Superintendent mentioned the President of the United States' directive on discipline. As part of "School Board Recognition Month" he extended his thanks to the Board Members.

The Assistant Superintendent informed the Board that the final version of Board Policies would be available soon. She mentioned that "Administrative Guidelines" as part of Board Policy would be handled by the ESC Administration and not NEOLA. She mentioned that the "ESC/Client" survey would be available at the next Board Meeting. There was discussion on how the survey was created. She presented for review, two "Waiver Forms" for rehired retirees, both "certified and classified staff" that will be signed by the employee explaining rights, benefits and limitations of employment. She reviewed the Strategic Plan updates.

Personnel Recommendations

# 2014-9

The Superintendent requested the following Personnel Recommendations be approved.

Classified Staff - Substitutes

- Molly Hofacker – Classroom Aide
- Donna Stover – Substitute Secretary, \$80 per day

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

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

Approve Additional Wording to All Job Descriptions

# 2014-10

Moved by Mrs. Brooks, seconded by Mrs. Wiseman, that the following be added to all ESC Job Descriptions:

“The Employee shall remain free from any alcohol or non prescribed controlled substance in the workplace throughout his/her employment in the Center.”

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

Board Policy – Second Reading and Adoption/Deletion

# 2014-11

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

Approve Board Policy 1662, 3362, 4362 & 5517  
Delete Board Policy 9270

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

Approve “Administrative Guidelines” for Employee Fringe Benefits

# 2014-12

Moved by Mrs. Brooks, seconded by Dr. Gallagher that the Administrative Guidelines for Employee Fringe Benefits be approved as presented.

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

Approve Ohio School Boards Association Dues for 2014

# 2014-13

Moved by Mrs. Wiseman, seconded by Mrs. Brooks that the Board approve dues to the Ohio School Boards Association for 2014 in the amount of \$2,904.00. And, that the Basic Briefcase Subscriptions be received “electronically” at no cost.

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

Review of Board Goals for 2014

After discussion, the Board Goals remain the same.

Legislative Report - None

Executive Session – Treasurer Evaluation

# 2014-14

Moved by Mrs. Wiseman, seconded by Mrs. Brooks that the Board go in Executive Session at 11:00 AM to discuss the Treasurer Evaluation.

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

The Board returned to Regular Session at 11:20 AM.

Adjourn

There being no further business to come before the Board, Mr. Snell adjourned the Meeting at 11:25 AM.

Attest

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Lee Snell, President

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Robert L. Arledge Jr., Treasurer

Upcoming Events

Martin Luther King Observance – Office and School Closed – January 20, 2014