



**Minutes of the Regular Meeting  
Of the Governing Board of the Midwest Regional E.S.C.  
November 21, 2019, at Indian Lake LSD**

**Lewistown, Ohio**

The Regular Meeting of the Governing Board of the Midwest Regional Educational Service Center was called to order by Ms. Janet Moore, President, on Thursday, November 21, 2019, at 6:35pm.

Members Present at Roll Call: Mr. Campbell, Mr. Ditmer, Mrs. Dyer, Ms. Moore, Mr. Mouser, and Mr. Sailor.

Not Present at Roll Call: Mr. Woolley

**RESOLUTION NUMBER 2019-078**

Mr. Campbell moved, seconded by Mr. Mouser to approve the agenda.

ROLL CALL: All yes. Motion carried.

**RESOLUTION NUMBER 2019-079**

Mrs. Dyer moved, seconded by Mr. Campbell to approve the minutes of the Regular Meeting on October 17, 2019 of the Governing Board of the Midwest Regional Educational Service Center.

ROLL CALL: All yes. Motion carried.

Public Recognition and Hearing of the Public – None.

**RESOLUTION NUMBER 2019-080**

Mr. Sailor moved, seconded by Mr. Mouser to approve Items A through C as presented in the Report of the Treasurer, as follows:

The Treasurer stated October was very similar to September, which was positive. Overall, the General Fund was in the red by \$157,668 at 10/31/2019. Open enrollment was completed and Elaine Drumm, HR Manager, handled open enrollment. Treasurer reminded the Board that there were no insurance increases in Calendar Year 2020.

Treasurer discussed SC Strategic Solutions workflow for requisitions. He described what it would look like. Mr. Ditmer asked about deadlines for requisitions. Treasurer stated the budgets were for the fiscal year and he didn't care when they used the funds. Mr. Ditmer asked if it would provide financial reports for the Board. Treasurer stated it wasn't a financial accounting system, but a workflow system.

Treasurer notified the Board that the VLA lab had to be moved by the end of the school year. Mr. Campbell asked where the lab was located.

Treasurer stated an operational audit of the ESCs was on-going and the ESC's FY2019 audit would start first week of December.

Treasurer stated the ESC had received five award letters of new grants since the last meeting, which was unheard of. He discussed each of the local grants (Shelby County Chamber, K12 Network, and Shelby County Community Foundation) purpose and amount. He also discussed the College Credit Plus grant

received. Mr. Mouser asked how long the teachers had the funds. Treasurer stated the grant went through 6/30/2021, so three semesters.

- A. Reviewed and accepted the Treasurer’s Report
  - FINANC Report – October Activity Superintendent noted that the report indicated an increase in services.
  - FINSUM Report – MTD & FYTD Activity
  - General Fund Revenue - October
  - Accounts Receivable Report as of 10/31/2019 Treasurer noted that the receivable amount is low, but the number of invoices are similar to prior month.
  - 10/31/2019 Bank Reconciliation
  - MTD & FYTD Revenue vs. Expenses
  - Fiscal Year 2020 Budget vs. Actual as of 10/31/2019
  - Fiscal Year 2020 General Fund Revenues vs. Expenses
  - Fiscal Year 2020 General Fund Balance – Monthly
  - Check Register – October Mr. Campbell asked about the large check issued to MRESC.
  - Treasurer stated that the insurance benefits are charged to the pay accounts and a separate check is paid to the Consortium for insurance. This check was deposited into ESC.

Mr. Woolley entered the meeting.

- B. Accepted the following donations:

Donor	Purpose	Donation Amount
Center on Central	Boo on the Boardwalk	\$50.00
Liberty Bank	Boo on the Boardwalk	\$100.00
Fender Benders	Boo on the Boardwalk	\$100.00
Pig Eaters	Boo on the Boardwalk	\$40.00
Hardin County Tractors	Boo on the Boardwalk	\$100.00
Ada Lions	Boo on the Boardwalk	\$50.00
RFP	Boo on the Boardwalk	\$50.00
Four Seasons	Boo on the Boardwalk	\$25.00
Community First Bank	Boo on the Boardwalk	\$10.00 VISA gift card
Wendy’s	Boo on the Boardwalk	Frosty coupons
Anonymous	Boo on the Boardwalk	\$30.00
Boyd Downey	Boo on the Boardwalk	\$40.00
Root Lumber	Boo on the Boardwalk	\$50.00
Shelby County United Way	Opportunity School guidance counseling	\$4,500.00
Hope Abke	Opportunity School	\$69.92

- C. Approved to dispose of the following records per the Board approved record retention schedule:

Shelby County ESC records:  
 FY09 Reclamation Funds  
 FY09 After School Program  
 FY08 JCL grant

FY08 Northwood PPICs Data  
FY08 21<sup>st</sup> Century Grant – Northwood  
FY08 21<sup>st</sup> Century Grant – Hardin Houston  
FY08 21<sup>st</sup> Century Grant – Fairlawn  
FY08 21<sup>st</sup> Century Grant – Opportunity School  
FY08 Hardin Houston CAPPa Data  
FY08 JFS grant  
FY08 WIA grant  
FY08 Challenge Grant  
FY07 Challenge Grant  
FY07 JFS grant  
FY07 dual enrollment grant  
FY07 voucher packets  
FY07 WIA grant  
FY07 Equestrian Therapy grant  
FY07 School Safety and Violence prevention – Project Achieve  
FY06 JCL grant  
FY06 Challenge Grant  
FY06 WIA grant  
FY05 Challenge Grant  
FY05 WIA grant  
FY05 JCL grant  
FY04 WIA grant  
FY04 Alternative School  
FY04 Opportunity School  
FY04 Challenge Grant  
1994-2008 Billings  
To approve disposal of the following Logan County ESC records:  
FY2004 through FY2007 voucher packets and deposit slip support  
FY2000 through FY2004 grant files  
2010-2014 Year-end reports  
FY2008 Payroll deductions  
2009-2011 Fifth Third Bank statements

ROLL CALL for Items A through C: All yes. Motion carried.

**RESOLUTION NUMBER 2019-081**

Mr. Campbell moved, seconded by Mr. Ditmer to approve Items A through F as presented in the Report of the Superintendent, Staff-Personnel, as follows:

- A. Approved the following substitute teachers for 2019-20:
  - Roxanne Chivington
  - Abigail Cooksey
  - Molly Harshbarger
  - Bethany Kirkpatrick
  - Ryan Ludwig
  - Mario Maffei

Emily Ruhenkamp

B. Approved the following substitute aides for 2019-20:

Abigail Cooksey  
Jennifer Muhlenkamp  
Hannah Philips  
Rachelle Ruth  
Alexandra Woodruff

C. Approved the following Limited Non-Teaching Contracts:

Employee	Title	Amount	Term	Period
Shaffer, Christina	Bus Aide Monitor	\$10.76 per hr	One Year	8/1/19-7/31/20
Woodward, Erin	Instructional Assistant	\$10,045.00	One Year	8/1/19-7/31/20
Zircher, Marcella	One-on-One Assistant	\$12.14 per hour	One Year	8/1/19-7/31/20

D. Approved the following Supplemental Contracts:

Employee	Title	Amount	Period
Castle, Sarah	FY20 Resident Educator Mentor	Year 3-\$500.00 each Year 2-\$200.00 each	8/1/19-7/31/20
Drumm, Elaine	Benjamin Logan LSD Payroll Support	\$29.23 per hr	8/1/19-7/31/20
Featheringham, Teresa	Benjamin Logan LSD Payroll Support	\$23.58 per hr	8/1/19-7/31/20
Hartman, Jennifer	FY20 Resident Educator Mentor	Year 3-\$500.00 each	8/1/19-7/31/20
Lange, Mary Lou	Jackson Center SWD unit Speech Therapy	\$60.00 per hr Max 7 hours a day	12/1/19-3/31/20
Riethman, Jeanie	FY20 Resident Educator Mentor	Year 3-\$500.00 each Year 2-\$200.00 each	8/1/19-7/31/20

Superintendent discussed the supplementals for Elaine Drumm and Teresa Featheringham. Mr. Ditmer asked about it being a service. Mr. Thomas stated yes, he would like to provide this service, but the ESC currently does not have the capacity. He noted that the ESC's payroll person is full-time as well as Benjamin Logan's. Mr. Thomas stated the need to provide payroll has arose three times in the past twelve months. He recently has reached out to a retiring treasurer, however, she cannot provide payroll support.

E. Approved a 2019-20 cell phone stipend for Connie Schneider, Special Education Director, in the amount of \$440.00. This is based on \$40.00 per month for 11 months. Superintendent stated he was working on form for employees to verify their need for a cell phone stipend. He noted the need for Connie to have the stipend.

F. Approved to designate workers' comp injury leave for Alyssia Cavallini, SWD teacher, for 11/19/2019 through 12/9/2019.

ROLL CALL: All yes. Motion carried.

**RESOLUTION NUMBER 2019-082**

Mr. Mouser moved, seconded by Mrs. Dyer approved Items A through H as presented in the Report of the Superintendent, Business Affairs, as follows:

- A. Approved the October 10, 2019, Shelby County Workforce Partnership (BAC) report.
- B. Approved the September 23, 2019, Logan County Business Advisory Collaborative (BAC) report.
- C. Approved the Purpose Statement and Budget Report for the MRESC Students with Disabilities Prom in the spring of 2020. Superintendent reviewed the purpose of the prom. He stated it was fun and social for the students.
- D. Approved the Logan County Board of Developmental Disabilities calendar year 2020 lease agreement. This twelve-month agreement is for the Bellefontaine office relocation to the Discovery Center. The monthly cost is \$634.81 per month.  
Superintendent passed out a drawing of the office. Mr. Campbell thought it was good and wondered about having board meeting there. Superintendent said yes, one could use the board room there for board meeting and would like the Logan County Board of DD Superintendent to introduce himself. Mr. Sailor asked about the Airstream building. Superintendent stated that they determined they will still need their office building.
- E. Approved SC Strategic Solutions for the scanning and indexing of permanent records into the document management system for the estimated cost of \$16,000. Mr. Campbell asked about the storage of records and the Superintendent stated this addressed the need at the current Bellefontaine office. The Board felt this was a good decision.

F. Approved the Purchased Service Independent Contractor Agreement:

Contractor	Service	Contract Amt	Term
Hogue, Russ	Logan County United Way Grant Tutor	\$2,320.00 (\$20.00 per hour)	8/1/19-6/1/20
Runneals, Tamala	Temporary Discovery Center COTA	\$20.66 per hour	12/1/19-3/31/20

G. Approved the following Service Agreements:

Client	Service	Provided by	Estimated Amt	Term
Ada EVSD	Gifted Coordination	E. Baer	\$7,930.02	7/1/19-6/30/20
Bellefontaine CSD	Speech Testing	L. Smallwood	\$64.35 per hr + \$0.50 per mile for mileage	7/1/19-6/30/20
Benjamin Logan LSD	Payroll Support	T. Featheringham E. Drumm	\$29.25/\$43.88 per hour for Featheringham \$36.26/\$54.39	As needed for Fiscal Year 2020

			per hour for Drumm	
Benjamin Logan LSD	Instructional Assistant 1:2	E. Woodward	\$25,775.82	7/1/19-6/30/20
Hardin County Board of DD	Substitute Teachers & Substitute Aides	Various	\$118.50 per day + \$5.93 for admin fee \$81.85 per day + \$4.10 for admin fee	7/1/19-6/30/20
Indian Lake LSD	Bus Aide Monitor	C.Shaffer	\$13.29 per hour	7/1/19-6/30/20
Indian Lake LSD	Substitute Bus Aide Monitors	H. Faulder D. Henderson	\$12.88 for Faulder \$15.94 for Henderson	7/1/19-6/30/20
Logan County Board of DD	Temporary COTA	T. Runneals	\$21.69 per hour	12/1/19-3/31/20
Riverside LSD	One-on-One Aide	M. Zircher	\$15.06 per hour	7/1/19-6/30/20
Upper Scioto Valley LSD	Intervention Specialist	Z. Spence	\$26,410.65	12/2/19-6/30/20

H. Approved the amendment to for personal services with Ohio State School for the Blind. The contract will be increased to \$102,000.00 to provide vision services. ESC vision team provides these services and bills the Ohio State School for the Blind.

ROLL CALL: All yes. Motion carried.

Comments and Communication:

- A. Recognition of the 2019 Academia Scholarship Recipients (\$300.00 per district unless indicated)
    - Anna – Grant Spangler
    - Botkins – Elliott Goubeaux
    - Fairlawn – Kennedee Gallimore, Rachel Hiestand, Jaysmyn Phinney (\$100.00 each)
    - Fort Loramie – Blake Holthaus
    - Hardin-Houston – Blake Jacobs, Patrick Meiering (\$150.00 each)
    - Jackson Center – Christopher Elchert
    - Russia – Sarah Pinchot
    - Sidney – Nobel Zhou, Whitney Petty (\$150.00 each)
    - Lehman – Michael Rossman
- Season went well and Connie Schneider did a great job.

B. Each of the Board members selected pictures from the preschool and SWD units for the MRESC Christmas card.

C. Noted the December Board meeting at Helmuth's – 12 total.

Superintendent Discussion Items:

- Superintendent asked the Board if they wanted particular updates.
- Superintendent stated that many items were knocked off the strategic plan, but many others need to be addressed.
- There was a school based mental health meeting with all three boards of mental health and many districts. There is a disconnect between the schools need and what the mental health boards can provide. Mr. Campbell asked if the boards are willing to change.
- Curriculum team doing well. Superintendent may want to hire a 4<sup>th</sup> ½ curriculum person and ½ gifted person as a potential solution. (emphasis on specials). May propose in December. Superintendent noted that the treasurer was unaware of this. Mr. Ditmer was comparing ADM to staff count and supports a 4<sup>th</sup> person now.
- Behavioral Specialist is going well.
- Mr. Sailor discussed Central Conference and stated there were other ESCs present at the Conference. Mr. Sailor noted he spoke with some that gave Mr. Howell compliments.
- Mr. Sailor asked about doing a New Board Member Training again. Superintendent stated during the Franklin B. Walter maybe we can get all boards together.
- Superintendent discussed recruiting staff at colleges.

**RESOLUTION NUMBER 2019-083**

Mr. Sailor moved, seconded by Mr. Woolley to adjourn the meeting at 8:00pm.

ROLL CALL: All yes. Motion approved.

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Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer