

UNOFFICIAL SUMMARY OF THE MADISON CHAMPAIGN EDUCATIONAL SERVICE CENTER  
GOVERNING BOARD REGULAR BOARD MEETING

**Urbana Board Office**

Monday, August 15, 2022

**6:00 p.m.**

- I. President Jeff Burroughs called the meeting to order at 6:00 PM.
- II. The Board approved the agenda as amended.
- III. The Board approved the previous minutes from the July 18, 2022 regular meeting.
- IV. The Board approved the Treasurer's Report for the month ending July, 2022 as follows:
  - A. Summary of Accounts
  - B. Cash Position Report
  - C. Summary Expenditure Status Report for General Fund
  - D. Revenue Account Summary
  - E. Checks for the Month
  - F. Fiscal Bar Graph Views
  - G. General Fund Revenue & Expenditures by Month – FY23 & FY22
  - H. Accounts Receivable Aging Report
- I. The Board approved the following purchased service contracts. Recommendation to approve the following purchased service contracts:
  1. Strategic Management Solutions, Category One E-Rate Funding Consulting; not to exceed \$2,000.00.
  2. Strategic Management Solutions, Category Two E-Rate Funding Consulting; 5% of the approved funding amount with a minimum of \$500 whether or not the funding is approved.
- J. The Board approved a 1-year agreement with Crum & Forester for Cyber Liability Insurance beginning July 1, 2022 and ending June 30, 2023 at the premium rate of \$3,500.
- V. The Board approved the following Policies/Resolutions
  - A. Approve the following policy revisions and additions:

<u>Policy #</u>	<u>Title</u>
1110 (Revise)	Assessment of Center Goals
1220 (Revise)	Employment of the Superintendent
1220.01 (Delete)	Employment of a Local District Superintendent
1411/3211/4211 (Revise)	Whistleblower Protection
1432 (Revise)	Sick Leave
1481/3281/4281 (Revise)	Use of Employees Personal Property at Center Facilities
1619.01 (Revise)	Privacy Protections of Self-Funded Group Health Plans
1630.01 (Revise)	FMLA Leave
2105 (Revise)	Mission of the Center
2210 (Revise)	Curriculum Development
2220 (Delete)	Adoption of Courses of Study
2250 (Revise)	Innovative Programs

2451 (Revise)	Alternative Center Plans/Programs
2466 (Revise)	Early Childhood Programs
2510 (Delete)	Adoption of Textbooks
2520 (Revise)	Selection of Instructional Materials and Equipment
3111/4111 (Revise)	Creating a Position
3120 (Revise)	Employment of Professional Staff
3120.01/4120.01 (Revise)	Job Descriptions
3120.04 (Revise)	Employment of Substitutes
3122 (Revise)	Nondiscrimination and Equal Employment Opportunity
3122.01 (Revise)	Drug-Free Workplace
3131 (Revise)	Reduction in Staff
3132 (Revise)	Vacancies
3140 (Revise)	Termination and Resignation
3160/4160 (Revise)	Physical Examination
3170/4170 (Revise)	Substance Abuse
3243 (Revise)	Professional Meetings
3362.01/4362.01 (Delete)	Threatening Behavior Toward Staff Members
3415 (Revise)	Severance Pay
3421.01/4421.01 (Revise)	Insurance Benefits
3430 (Revise)	Leaves of Absence
3433 (Revise)	Vacation
4120 (Revise)	Employment of Classified Staff
4150 (Revise)	Procedure for Redressing Staff Concerns
4220 (Revise)	Evaluation of Classified Staff
4421 (Revise)	Benefits
5215 (Revise)	Missing and Absent Children
5320 (Revise)	Immunization
5330 (Revise)	Use of Medications
5341 (Revise)	Emergency Medical Authorization
5460.01 (Delete)	Diploma Deferral
5511 (Revise)	Dress and Grooming
5513 (Revise)	Care of School Property
5514 (Delete)	Use of Bicycles
5515 (Revise)	Use of Motor Vehicles
5530 (Revise)	Drug Prevention
5610.04 (Delete)	Suspension of Bus Riding/Transportation Privileges
5850 (Revise)	School Social Events
6120 (Delete)	Safety Deposit Box
6152 (Revise)	Student Fees, Fines and Charges
6231 (Revise)	Appropriations and Spending Plan
6232 (Revise)	Appropriations Implementation
6320 (Revise)	Purchases
6460 (Revise)	Vendor Relations
6620 (Revise)	Petty Cash Funds
7450 (Revise)	Property Inventory
7455 (Revise)	Accounting System for Capital Assets
7530 (Revise)	Lending of Board-Owned Equipment
7540.01 (Revise)	Technology Privacy
7540.02 (Revise)	Web Accessibility, Content, Apps and Services
7540.03 (Revise)	Student Technology Acceptable Use and Safety
7540.04 (Revise)	Staff Technology Acceptable Use and Safety
7543 (Revise)	Utilization of the Center's Website and Remote Access to the Center's Network
8330 (Revise)	Student Records

8405 (Revise)	Environmental Health and Safety Issues
8420.01 (Revise)	Pandemics and Other Medical Emergencies
8420.02 (Revise)	Bioterrorism
8431 (Revise)	Preparedness for Toxic Hazard and Asbestos Hazard
8451 (Revise)	Pediculosis (Head Lice)
8510 (Revise)	Wellness
8531 (Revise)	Free and Reduced-Price Meals
8600.04 (Revise)	Bus Driver Certification
8640 (Revise)	Transportation for Field and Other Center-Sponsored Trips
9143 (Revise)	Family and Civic Engagement Team
9800 (Delete)	High School Diplomas to World War II, Korean Conflict, and Vietnam Conflict Veterans

- B. The Board approved the following resolution to expand employment of substitute teachers pursuant to Ohio House Bill 583.

Pursuant to the authority granted in House Bill 583 of the 134th General Assembly, the Governing Board of the Madison-Champaign Educational Service Center authorizes the employment of substitute teachers, as-needed, who do not hold a post-secondary degree, as otherwise required pursuant to Ohio law and regulations, including Ohio Revised Code 3301.071, 3319.226, 3319.30, and 3319.36, Ohio Administrative Code Section 3301-23-44, and/or Board Policy, provided that all other applicable requirements and procedures, including but not limited to successful completion of a criminal background check and evidence of a non-renewable temporary substitute teaching license issued by the Ohio Department of Education, have been satisfied. The Governing Board further requires that such individuals be at least 2 years removed from attaining a high school diploma and attend a half-day substitute training program provided by the Madison-Champaign ESC before being authorized as a substitute teacher.

This is a temporary resolution of the Madison-Champaign Educational Service Center Governing Board, and the authority granted by this resolution extends from the effective date through June 30, 2024.

- C. The Board approved the Memorandum of Understanding with the Educational Service Center of Central Ohio to provide Threat Assessment Trainer services.
- D. The Board approved the Memorandum of Understanding with Tracy Merica, Teaching and Learning Curriculum Specialist, affirming the Governing Board's intent to return Ms. Merica to her former role should the Personalized Learning grant cease.

- VI. The Board approved the following Superintendent's Recommendations and the addendum items are part of a consent agenda:

- A. Recommendation to approve the Substitute Teacher, Paraprofessional and Nurse lists for the 2022-2023 school year as presented.
- B. Recommendation to approve the following program handbooks for the 2022-2023 school year.
1. Preschool (Champaign and Jefferson Local).
- C. The Board approved an unpaid leave of absence for Andrea Hart, Paraprofessional, from August 1, 2022 to August 17, 2022.

D. The Board accepted the following resignations effective the end of the 2021-22 school year unless otherwise noted.

1. Ollivia Barlage, Nurse; effective August 26, 2022.
2. Jessica McCormick, Paraprofessional – As-Needed.
3. Kimberly Rowland, Paraprofessional – As-Needed; effective September 8, 2022.
4. Michele Vogt, Paraprofessional; effective August 27, 2022.

E. Recommendation to amend the following contracts for the 2022-23 school year.

1. Molly Gribben, Assistant Latchkey Director; from 15 hours per week to 18 hours per week.
2. Chrissie Hinshaw, School Psychologist; from 80 days to 100 days.
3. Nick Howell; from Payroll/Benefits Specialist to Assistant to the Treasurer
4. Delila Miller, Paraprofessional – ED/Autism – As-Needed
5. Rachel Willis, Latchkey Director; from 15 hours per week to 18 hours per week.
6. Dallas Windrod, School Psychologist; from 80 days to 100 days.
7. Margaret Gates; change title only from MD/ED Intervention Specialist to Sub Intervention Specialist.
8. Rylee Stiverson; from Speech Language Pathologist to Program Float, Level 1.
9. Cortney Yost; change title only from EC Intervention Specialist to Sub EC Intervention Specialist.

F. The Board approved employment of the following individual(s) for the 2022-2023 school year pending proper licensure and appropriate background check(s).

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|-------------------------|--|
| 1. Daniel Cochran       | Paraprofessional – ED/Autism             |
| 1 year contract         | August 17, 2022                          |
| 2. Amanda Davis         | LPN                                      |
| 1 year contract         | August 1, 2022                           |
| 3. Kristin Dennen       | Paraprofessional – As-Needed             |
| 1 year contract         | August 1, 2022                           |
| 4. Kathy Detwiler       | Paraprofessional – ED/Autism – As-Needed |
| 1 year contract         | August 1, 2022                           |
| 5. Cortney Hill         | Teacher Supporting School Psychologists  |
| 1 year contract         | August 1, 2022                           |
| 6. Corie Johnson        | Paraprofessional – ED/Autism – As-Needed |
| 1 year contract         | August 1, 2022                           |
| 7. Hayley Molen         | Paraprofessional – ED/Autism – As-Needed |
| 1 year contract         | August 1, 2022                           |
| 8. Shila Parsley        | Paraprofessional – As-Needed             |
| 1 year contract         | August 1, 2022                           |
| 9. Joshua Seitz         | Payroll/Benefits Specialist              |
| 1 year contract         | August 1, 2022                           |
| 10. Allison Veskauf     | Paraprofessional                         |
| 1 year contract         | August 1, 2022                           |
| 11. Destinee Bilotta    | In-school Suspension Monitor             |
| 1 year contract         | August 22, 2022                          |
| 12. Leigh-Anna Campbell | LPN                                      |
| 1 year contract         | August 22, 2022                          |
| 13. Pamela Garland      | Paraprofessional – As-Needed             |
| 1 year contract         | August 23, 2022                          |

14. Marie Haynes  
1 year contract

Paraprofessional – As-Needed  
August 22, 2022

VII. An Ohio Hi-Point Career Center update was provided Mr. Jeff Burroughs. He discussed the opening of the school year and construction at OHP.

VIII. Superintendent Discussion Items:

- A. Mitchell shared that New Staff Orientation was held on August 10, 2022 and thanked Sheila Roberts and Michele Roberts for leading this orientation. This orientation provided a good opportunity for new staff to learn about the ESC.
- B. Mitchell shared that the ESC Staff Meeting was held on August 12, 2022 at Tolles and thanked Tolles for allowing the ESC to use their facility for the meeting. She discussed that a new tool was introduced to staff to provide a format to share Celebrations and Concerns with the ESC administration and the process that will be used to address concerns. She also shared that multiple days have been reserved for individual meetings with any ESC staff who would like to meet with her either face to face or virtually.
- C. Mitchell shared the ESC Goals with the Board and the ways in which these goals will be addressed throughout the 2022-23 school year.
- D. Mitchell provided a draft of her Superintendent Work Plan & Goals to the Board to review and discuss.
- E. Mitchell shared that there are still a number of unfilled positions for the 2022-23 school year, but that program supervisors have been working hard to fill all the open positions and hope to have them filled before school starts.

IX. The meeting adjourned

Next Meeting: September 19, 2022 at 6:00 p.m. at the London Elementary School in London  
October 17, 2022 at 6:00 p.m. at the ESC Board Office in Urbana  
November 21, 2022 at 6:00 p.m. at the London Elementary School in London