

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

December 10, 2018

The Regular Meeting of the Trumbull County Educational Service Center was held on December 10, 2018 at the Board Office.

Mr. Donald Bishop, President, called the meeting to order at 4:00 p.m. followed by attendance roll call. Members present were: Members present were: Mrs. Denise Domhoff, Mr. Jeffrey Dreves, Mr. William Holland and Mr. Allen Ryan. Also present were Michael Hanshaw, Superintendent; Lori Simione, CPA, Treasurer; Kathleen Vilsack, Director of Pupil Services; Carlotta Sheets, Supervisor of Human Resources and Communications; and Christopher Hubinsky, Technology Administrator.

APPROVAL OF FINANCIAL REPORTS

- 18-231 Motion by Mr. Holland, Second by Mr. Dreves to approve the financial reports presented by the Treasurer as of November 30, 2018.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff, Mr. Ryan – ayes. Motion Carried.

APPROVAL OF MINUTES

- 18-232 Motion by Mrs. Domhoff, Second by Mr. Holland to approve the minutes of the November 19, 2018 Regular Board Meeting.

Roll Call: Mrs. Domhoff, Mr. Holland, Mr. Bishop, Mr. Dreves, Mr. Ryan – ayes. Motion Carried.

TREASURER'S RECOMMENDATIONS

CONTRACTS AND AGREEMENTS

- 18-233 Motion by Mr. Dreves, Second by Mrs. Domhoff to approve a contract between the Trumbull County Educational Service Center and Imperial Service Systems, Inc. for cleaning services and cleaning materials effective January 1, 2019 through December 31, 2021.

Roll Call: Mr. Dreves, Mrs. Domhoff, Mr. Bishop, Mr. Holland, Mr. Ryan – ayes. Motion Carried.

- 18-234 Motion by Mr. Ryan, Second by Mr. Holland to approve a Student Affiliation Agreement between the Trumbull County Educational Service Center and Kent State University for OT Clinical Education effective November 19, 2018 through November 19, 2023.

Roll Call: Mr. Ryan, Mr. Holland, Mr. Bishop, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

- 18-235 Motion by Mr. Dreves, Second Mr. Holland to approve a contract between the Trumbull County Educational Service Center and Rosetta Stone for on-site professional development. Costs to be paid with LEP grant funds.

Roll Call: Mr. Dreves, Mr. Holland, Mr. Bishop, Mrs. Domhoff, Mr. Ryan – ayes. Motion Carried.

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MEMORANDUM OF UNDERSTANDING

18-236 Motion by Mrs. Domhoff, Second by Mr. Dreves to approve a Memorandum of Understanding with Girard City school district for advertising and promotion.

Roll Call: Mrs. Domhoff, Mr. Dreves, Mr. Bishop, Mr. Holland, Mr. Ryan – ayes. Motion Carried.

RESCIND RESOLUTION

18-237 Motion by Mr. Ryan, Second by Mr. Dreves to approve a motion to rescind resolution #18-218 a contract with J Casas and Associates for professional services on August 1, 2019.

Roll Call: Mr. Ryan, Mr. Dreves, Mr. Bishop, Mrs. Domhoff, Mr. Holland – ayes. Motion Carried.

SUPERINTENDENT'S RECOMMENDATIONS

NEW BUSINESS – PERSONNEL MATTERS

JOB DESCRIPTION FOR TECHNOLOGY SUPERVISOR

18-238 Motion by Mr. Holland, Second by Mr. Dreves to approve the **Technology Supervisor** job description.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff, Mr. Ryan – ayes. Motion Carried.

CLASSIFIED – EMPLOYMENT

18-239 Motion by Mrs. Domhoff, Second by Mr. Ryan to employ the following on a one year prorated contract effective December 10, 2018.

<u>Name</u>	<u>Position</u>	<u># of Days</u>	<u>Salary</u>
Lucanski, Emily	Classroom Assistant	193 Prorated	\$11.34 per hour
Stevens, Rebekah	Classroom Assistant	193 Prorated	\$11.34 per hour

Roll Call: Mrs. Domhoff, Mr. Ryan, Mr. Bishop, Mr. Dreves, Mr. Holland – ayes. Motion Carried.

CLASSIFIED – UNPAID LEAVE OF ABSENCE

18-240 Motion by Mr. Holland, Second by Mr. Dreves to approve an unpaid leave of absence for **Heather Pugh, Secretary** effective December 14, 2018 until doctor's release to work.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff, Mr. Ryan – ayes. Motion Carried.

CLASSIFIED – RESIGNATION

18-241 Motion by Mr. Ryan, Second by Mr. Dreves to accept the resignation of **Quinton Roberts, Classroom Assistant** effective December 10, 2018.

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Roll Call: Mr. Ryan, Mr. Dreves, Mr. Bishop, Mrs. Domhoff,
Mr. Holland – ayes. Motion Carried.

CERTIFIED – UNPAID LEAVE OF ABSENCE

- 18-242 Motion by Mr. Holland, Second by Mr. Dreves to approve an unpaid leave of absence for **Melissa Converse, MD Teacher** effective December 18, 2018 until doctor's release to work.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff,
Mr. Ryan – ayes. Motion Carried.

WORKFORCE DEVELOPMENT BOARD – MINUTES

- 18-243 Motion by Mrs. Domhoff, Second by Mr. Dreves to approve the minutes of the November 2018 quarterly meeting for the Trumbull County Educational Service Center Business Advisory Council in partnership with the Workforce Development Board of Trumbull County.

Roll Call: Mrs. Domhoff, Mr. Dreves, Mr. Bishop, Mr. Holland,
Mr. Ryan – ayes. Motion Carried.

SUBSTITUTE

- 18-244 Motion by Mr. Holland, Second by Mr. Dreves to employ the additional list of substitutes on an as needed basis effective December 1, 2018.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff,
Mr. Ryan – ayes. Motion Carried.

POLICY REVISION

- 18-245 Motion by Mr. Holland, Second by Mr. Dreves to revise Policy #6423 as attached. The policy was approved under the Resolution #18-210 on October 15, 2018, and the revision will be retroactive to the original approval.

Roll Call: Mr. Holland, Mr. Dreves, Mr. Bishop, Mrs. Domhoff,
Mr. Ryan – ayes. Motion Carried.

ORGANIZATIONAL MEETING

- 18-246 Motion by Mr. Holland, Second by Mrs. Domhoff to set the Organizational Meeting for January 14, 2019 at 4:00pm with the Regular Meeting to immediately follow.

Roll Call: Mr. Holland, Mrs. Domhoff, Mr. Bishop, Mr. Dreves,
Mr. Ryan – ayes. Motion Carried.

- 18-247 Motion by Mr. Ryan, Second by Mr. Holland to appoint Mr. Dreves as President Pro-tem to preside over the Organizational Meeting of 2019.

Roll Call: Mr. Ryan, Mr. Holland, Mr. Bishop, Mrs. Domhoff,
Mr. Dreves – ayes. Motion Carried.

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EXECUTIVE SESSION

18-248 Motion by Mrs. Domhoff, Second by Mr. Ryan to enter into an **Executive Session** at 4:15 p.m. to discuss preparing for, conducting, or reviewing negotiations or bargaining session with employees and matter required to be kept confidential by Federal Law.

Roll Call: Mrs. Domhoff, Mr. Ryan, Mr. Bishop, Mr. Dreves,
Mr. Holland – ayes. Motion Carried.

The Board returned to Regular Session at 5:50 p.m.

ADJOURN

18-249 Motion by Mr. Dreves, Second by Mrs. Domhoff to adjourn this meeting at 5:50 p.m.

Roll Call: Mr. Dreves, Mrs. Domhoff, Mr. Bishop, Mr. Holland,
Mr. Ryan – ayes. Motion Carried.

Date Approved

Board President

Attest: _____
Treasurer