

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

June 10, 2019

The Regular Meeting of the Trumbull County Educational Service Center was held on June 10, 2019, at the Board Office.

Mr. Donald Bishop, President, called the meeting to order at 8:05 a.m. followed by attendance roll call. Members present were: Mrs. Denise Domhoff, Mr. Jeffrey Dreves and Mr. Allen Ryan. Mr. William Holland was absent. Also present were Michael Hanshaw, Superintendent; Robert Marino, Ed. D. Assistant Superintendent; Lori Simione, CPA, Treasurer; Kathleen Vilsack, Director of Pupil Services; Bryan O'Hara, Director of Curriculum and Instruction; Carlotta Sheets, Supervisor of Human Resources and Communications; and Christopher Hubiasky, Technology Administrator.

APPROVAL OF FINANCIAL REPORTS

- 19-110 Motion by Mr. Dreves, Second by Mrs. Domhoff to approve the financial reports presented by the Treasurer as of May 31, 2019.

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

APPROVAL OF MINUTES

- 19-111 Motion by Mrs. Domhoff, Second by Mr. Dreves to approve the minutes of the May 13, 2019 Regular Board Meeting.

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

TREASURER'S RECOMMENDATIONS

FINAL APPROPRIATIONS AND ESTIMATED RECEIPTS FOR FY 2019

- 19-112 Motion by Mr. Dreves, Second by Mr. Ryan to approve the final appropriations and estimated receipts for FY 2019.

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

TEMPORARY APPROPRIATIONS FOR FY 2020

- 19-113 Motion by Mrs. Domhoff, Second by Mr. Dreves to approve the temporary appropriations for FY 2020.

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

CONTRACTS AND AGREEMENTS

- 19-114 Motion by Mr. Dreves, Second by Mrs. Domhoff to approve a contract between the Trumbull County Educational Service Center and Frontline Education for employee absence software and services effective May 24, 2019.

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

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

June 10, 2019

19-115 Motion by Mr. Ryan, Second by Mr. Dreves to approve a contract with WFMJ for the Public Schools Campaign Commercial effective August 26, 2019 through August 30, 2020.

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

19-116 Motion by Mr. Dreves, Second by Mrs. Domhoff to approve a Depository Agreement with Home Savings Bank effective May 28, 2019 through July 31, 2022.

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

MEMBERSHIPS

19-117 Motion by Mr. Ryan, Second by Mr. Dreves to renew its annual memberships for OESCA and AESA for 2019-2020 School Year at a cost of \$8,045.24.

AESA Association of Educational Service Centers	\$605.00
OESCA Ohio Educational Service Center Association	\$7,440.24

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

SUPERINTENDENT'S RECOMMENDATIONS

NEW BUSINESS – PERSONNEL MATTERS

ADMINISTRATIVE - RESIGNATION

19-118 Motion by Mrs. Domhoff, Second by Mr. Dreves to approve the resignation of **Bryan O'Hara, Director of Curriculum and Instruction** effective July 31, 2019.

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

TECHNOLOGY – EMPLOYMENT

19-119 Motion by Mr. Dreves, Second by Mrs. Domhoff to employ **Lauren Patton, Technology Intern**, effective June 4, 2019 at no cost for up to 20 hours.

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

CLASSIFIED – REDUCTION IN FORCE

19-120 Motion by Mr. Ryan, Second by Mr. Dreves to approve a reduction in force for **Michael Klem, Technician**, assigned to Liberty School District.

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

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

June 10, 2019

CLASSIFIED – EMPLOYMENT

19-121 Motion by Mrs. Domhoff, Second by Mr. Ryan to employ **Michael Klem, Technician** on an as needed basis effective July 1, 2019 at \$12.00 per hour.

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

CLASSIFIED – RESIGNATION

19-122 Motion by Mrs. Domhoff, Second by Mr. Dreves to accept the resignation for the purpose of retirement of **Rebecca Freudenrich, Classroom Assistant** effective June 30, 2019.

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

19-123 Motion by Mr. Dreves, Second by Mrs. Domhoff to accept the resignation of the following:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sisler, Hannah	Performance Hall Director	June 28, 2019
Stewart, Erik	Classroom Assistant	June 30, 2019

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

JOB DESCRIPTION FOR COORDINATOR OF SOCIAL SERVICES

19-124 Motion by Mr. Ryan, Second by Mr. Dreves to approve the job description for a Coordinator of Social Services.

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

CERTIFIED EMPLOYMENT

19-125 Motion by Mrs. Domhoff, Second by Mr. Dreves to employ the following on one year contracts effective August 1, 2019.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>No. of Days</u>	<u>Salary</u>
*Smith, Scott	E.D. Teacher	7.5	184 days	\$33,823.00
*Wolfgang, Raymond	M.D. Teacher	7.5	184 days	\$38,896.00

*Pending background checks and license.

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

19-126 Motion by Mr. Dreves, Second by Mr. Ryan to employ the following effective August 1, 2019.

<u>Name</u>	<u>Position</u>	<u>No. of Days</u>	<u>Salary</u>
Aspinwall, Lisa	Reading & Literacy Coach	As Needed	\$25.00 per hour
Clark, Mary Grace	Reading & Literacy Coach	As Needed	\$25.00 per hour
Dellimuti, Heather	Reading & Literacy Coach	As Needed	\$25.00 per hour
Lindholm, Tammy	Reading & Literacy Coach	As Needed	\$25.00 per hour

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

June 10, 2019

Thornton, Victoria Reading & Literacy Coach As Needed \$25.00 per hour

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

CERTIFIED – RESIGNATION

19-127 Motion by Mrs. Domhoff, Second by Mr. Dreves to accept the resignation of **Lisa Morello, TVLA Instructor** effective July 31, 2019.

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

EXTENDED SCHOOL YEAR

19-128 Motion by Mrs. Domhoff, Second by Mr. Ryan to employ the following for the Extended School Year Program effective June 1, 2019 on an as needed basis:

Name	Position	Salary
Converse, Melissa	ESY Teacher	\$20.00 per hour
Davis, James	ESY Teacher	\$20.00 per hour
Johnson, Bobbi	ESY Teacher	\$20.00 per hour
Betts, Trisha	ESY Home Instructor	\$21.00 per hour
Stucke, Jessica	ESY Home Instructor	\$21.00 per hour
Paddock, Nancy	ESY Physical Therapist	\$27.00 per hour
Beadle, Jay	ESY Classroom Assistant	\$10.00 per hour
Bornemiss, Stephen	ESY Classroom Assistant	\$10.00 per hour
Franklin, Bonnie	ESY Classroom Assistant	\$10.00 per hour
Gran, Jeff	ESY Classroom Assistant	\$10.00 per hour
Grdinich, Emily	ESY Classroom Assistant	\$10.00 per hour
Leske, McKenzie	ESY Classroom Assistant	\$10.00 per hour
Lewis, Krista	ESY Classroom Assistant	\$10.00 per hour
Lucanski, Carleen	ESY Classroom Assistant	\$10.00 per hour
Lucanski, Emily	ESY Classroom Assistant	\$10.00 per hour
McKinnon, Teajuanna	ESY Classroom Assistant	\$10.00 per hour
Smolinsky, Samantha	ESY Classroom Assistant	\$10.00 per hour
Spies, Linda	ESY Classroom Assistant	\$10.00 per hour
Tyler, Debbie	ESY Classroom Assistant	\$10.00 per hour
Willoughby, Kathy	ESY Classroom Assistant	\$10.00 per hour
Wilson, Bobbie	ESY Classroom Assistant	\$10.00 per hour
Yakeil, Carmella	ESY Classroom Assistant	\$10.00 per hour

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

WORKFORCE DEVELOPMENT BOARD – MINUTES

19-129 Motion by Mr. Dreves, Second by Mr. Ryan to approve the minutes of the May 2019 quarterly meeting for the Trumbull County Educational Service Center Business Advisory Council in partnership with the Workforce Development Board of Trumbull County.

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

June 10, 2019

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

SUBSTITUTES

19-130 Motion by Mrs. Domhoff, Second by Mr. Ryan to employ the additional list of substitutes on an as needed basis effective June 1, 2019.

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

EXECUTIVE SESSION

19-131 Motion by Mrs. Domhoff, Second by Mr. Ryan to enter into an Executive Session at 8:25 a.m. to discuss the following issue that is exempted from public sessions:

- consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official.

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

Return to regular session at 8:45.

ADJOURN

19-132 Motion by Mr. Dreves, Second by Mr. Ryan to adjourn this meeting at 8:45 a.m.

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

Date Approved

Board President

Attest: _____
Treasurer

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

July 8, 2019

The Special Meeting of the Trumbull County Educational Service Center was held on July 8, 2019, at the Board Office.

Mr. Donald Bishop, President, called the meeting to order at 8:05 a.m. followed by attendance roll call. Members present were: Mrs. Denise Domhoff, Mr. Jeffrey Dreves, Mr. Allen Ryan and Mr. William Holland. Also present were Michael Hanshaw, Superintendent; Robert Marino, Ed. D, Assistant Superintendent; Lori Simone, CPA, Treasurer; Kathleen Vilsack, Director of Pupil Services; Carlotta Sheets, Supervisor of Human Resources and Communications; and Christopher Hubinsky, Technology Administrator.

SUPERINTENDENT'S RECOMMENDATIONS

NEW BUSINESS – PERSONNEL MATTERS

ADMINISTRATIVE

19-133 Motion by Mr. Dreves, Second by Mr. Holland to approve the resolution to reorganize and/or consolidate administrative functions.

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

19-134 Motion by Mr. Ryan, Second by Mr. Dreves to approve a stipend for Arlo Brookhart, C & I Supervisor in the amount of \$7,000.00 for an additional 14 days, effective August 1, 2019.

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

ADMINISTRATIVE - EMPLOYMENT

19-135 Motion by Mrs. Domhoff, Second by Mr. Holland to employ the following on one year contracts effective August 1, 2019.

<u>Name</u>	<u>Position</u>	<u># of days</u>	<u>Salary</u>
Reveti, Laura	Supervisor of ED Program	216 days	\$84,274.77
Shipman, Melanie	Supervisor of School Psychology Program	159 - School Psychologist 57- Supervisor	\$70,389.28

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

JOB DESCRIPTION FOR PUBLIC/COMMUNITY RELATIONS ASSISTANT COORDINATOR

19-136 Motion by Mr. Ryan, Second by Mr. Dreves to approve the job description for Public/Community Relations Assistant Coordinator.

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

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

July 8, 2019

EMPLOYMENT

19-137 Motion by Mr. Holland, Second by Mr. Ryan to employ the following effective August 1, 2019:

<u>Name</u>	<u>Position</u>	<u>Contract Length</u>	<u>#of Days</u>	<u>Salary</u>
Bissell, Brittany	Public/Community Relations Assistant Coordinator	2 year	216 days	\$40,000.00

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

CLASSIFIED – EMPLOYMENT

19-138 Motion by Mrs. Domhoff, Second by Mr. Dreves to employ the following effective August 1, 2019:

<u>Name</u>	<u>Position</u>	<u>Contract Length</u>	<u>#of Days</u>	<u>Salary</u>
Weston, Ellis	Performance Hall Director	1 year	Up to 750 hours per year	\$15,000.00 – all costs paid by Champion.

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

CLASSIFIED – REDUCTION IN HOURS

19-139 Motion by Mr. Holland, Second by Mr. Dreves to approve a voluntary reduction in hours for the following employees effective July 1, 2019 from 7.5 hours to 7.0 hours per day.

<u>Name</u>	<u>Position</u>
Dugan, Sharon	Classroom Assistant
Mayberry, Holly	Classroom Assistant

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

CERTIFIED – INCREASE IN DAYS

19-140 Motion by Mrs. Domhoff, Second by Mr. Ryan to approve an increase in days for **Kelli Palmer, School Psychologist** from 81 days to 120 effective August 1, 2019.

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

CERTIFIED - RESIGNATION

19-141 Motion by Mr. Holland, Second by Mr. Dreves to accept the resignation of the following:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Barney-Fritsch, Caitlin	Speech Pathologist	7/31/2019
Harvey-West, Terri	ED Teacher	7/31/2019
Nottingham, Amanda	TVLA Teacher	7/01/2019

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

July 8, 2019

Rice, Tristan	Preschool Teacher	7/31/2019
Thornton-Brown, Victoria	Literacy Coach	6/19/2019
Zuzik, Sarah	School Psychologist	7/31/2019

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

CERTIFIED – EMPLOYMENT

19-142 Motion by Mrs. Domhoff, Second by Mr. Dreves to employ the following on one year contracts effective August 1, 2019:

<u>Name</u>	<u>Position</u>	<u>No. of Days</u>	<u>Salary</u>
Blank, Dana	ED Teacher	184 days	\$33,823.00
Dando, Erin	ED Teacher	184 days	\$33,823.00
Kelly, Megan	Speech Language Pathologist	Up to 80 days	\$234.37 daily rate
Ruffo, Brittany	School Psychologist	201 days	\$43,873.00
Sanders, Madalyn	Preschool Teacher	184 days	\$33,823.00

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

ADJOURN

19-143 Motion by Mr. Ryan, Second by Mr. Dreves to adjourn this meeting at 8:10 a.m.

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

Date Approved

Board President

Attest: _____
Treasurer