



**REGULAR MEETING AT  
TRUMBULL COUNTY EDUCATIONAL  
SERVICE CENTER  
MARCH 11, 2024  
9:00 A.M.**

## **AGENDA**

### **ROUTINE MATTERS**

1. Call meeting to order.
2. Pledge of Allegiance.
3. Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

4. Public Participation
5. Legislative Report
6. Recommend the Governing Board approve the Financial Reports presented by the Treasurer as of February 29, 2024. (See attached - green)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

7. Recommend the Governing Board approve the minutes of the February 12, 2024 Regular Board Meeting. (See attached – green)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

## TREASURER'S RECOMMENDATIONS

### APPROPRIATIONS

8. Recommend the Governing Board approve an adjustment in appropriations as follows:

		ORIGINAL		FUNDS	ADJUSTED	
FUND	DESCRIPTION	APPROPRIATION	ADJUSTMENT	AVAILABLE	APPROPRIATION	REASON
001	GENERAL	\$9,116,880.80	\$20,401,367.00	\$29,518,247.80	\$24,430,348.45	Foundation Contract Adjustments
014	CONSORTIUMS	\$1,023,896.93	\$4,314,000.00	\$5,337,896.93	\$4,387,728.44	Additional ODE Funding
439	EARLY CHILDHOOD EDUCATION GRANT 2024	\$0.00	\$250,750.00	\$250,750.00	\$250,750.00	Additional ODE Funding

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

### CONTRACTS AND AGREEMENTS

9. Recommend the Governing Board approve an agreement between the Trumbull County Educational Service Center and Educational Strategies Unlimited “Amie Dean” to provide training sessions for the 2024 -2025 school year. (See attached – white)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

10. Recommend the Governing Board approve a renewal agreement between the Trumbull County Educational Service Center and the school districts listed below to provide technology services from July 1, 2024 through June 30, 2026. (See attached – white)

- Hubbard Exempted Village Schools
- McDonald Local School District

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

11. Recommend the Governing Board approve a renewal agreement between the Trumbull County Educational Service Center and Frontline Education for Absence and Time Management, Frontline Central and Applicant Tracking. (See attached –white)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

## **RESOLUTION**

12. Recommend the Governing Board approve the resolution as listed below:

### **RESOLUTION AWARDING CONTRACT FOR THE TCTC CLASSROOM BUILDOUT PROJECT AND AUTHORIZING CONTRACT WITH MILLSTONE MANAGEMENT GROUP, INC.**

The Superintendent recommends awarding the construction contract for the TCTC Classroom Buildout Project (the “Project”) to Millstone Management Group, Inc. (“Millstone”) and authorizing the execution of a contract.

Background:

1. The Board previously identified a need to renovate the existing ROTC space, including interior finish (floor, walls, and ceiling) and furniture updates with limited mechanical, electrical, and technology alterations, to accommodate the Trumbull Career and Technical Center’s drone program.
2. Competitive Bids for the Project were solicited in compliance with Ohio Revised Code 3313.46, and the apparent low bidder for the Project is Millstone with a bid in the amount of \$215,025, which includes selected alternates 1, 2, and 3.
3. After reviewing the bid submittal and bidder qualifications of Millstone with the design professional for the Project, the Superintendent recommends that a contract be awarded to Millstone, as the lowest responsible bidder, in an amount not to exceed \$215,025 (the “Contract Sum”).
4. The Superintendent also requests authority for the Superintendent and Treasurer to enter change orders on behalf of the Board in a total amount not to exceed 10% of the Contract Sum. Change orders in excess of that aggregate amount will be brought to the Board for its approval.

The Board resolves as follows:

1. The Board finds Millstone to be the lowest responsible bidder for the Project.
2. The Board authorizes the Superintendent, Treasurer, and Board President, working with legal counsel, to finalize and execute a contract with Millstone in an amount not to exceed the Contract Sum, and to execute any other documents consistent with the intent of this resolution.
3. The Board further grants authority for the Superintendent and Treasurer to enter change orders for the Project on behalf of the Board in a total aggregate amount not to exceed 10% of the Contract Sum. Change orders in excess of that aggregate amount will be brought to the Board for its approval. (See attached – white)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

## SUPERINTENDENT'S RECOMMENDATIONS

### NEW BUSINESS – PERSONNEL MATTERS

#### ADMINISTRATIVE – RETIREMENT

13. Recommend the Governing Board approve the resignation of the **Gerlinda Melillo, Early Childhood Supervisor** for the purpose of retirement effective July 31, 2024. (See attached – pink)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

#### CLASSIFIED ADMINISTRATIVE – EMPLOYMENT

14. Recommend the Governing Board employ the following individuals as listed below effective August 1, 2024:

<u>Name</u>	<u>Position</u>	<u># of Days</u>	<u>Contract</u>
Jones, Renee	Accounting Support Specialist	260	3 year
Roth, Matt	Public Relations	216	3 year
Steyer, Kristie	Public Relations	216	3 year
Hubinsky, Chris	Technology Administrator	216	3 year

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

#### ADMINISTRATIVE -EMPLOYMENT

15. Recommend the Governing Board employ the following individuals on administrative certified contracts as listed below effective August 1, 2024:

<u>Name</u>	<u>Position</u>	<u># of Days</u>	<u>Contract</u>
Guarnieri, Angela	C & I Supervisor	216	3 year
Guthrie, Joshua	C & I Supervisor	216	2 year
Holloway, Denise	C & I Supervisor	216	3 year
Jordan, Jenna	C & I Supervisor	216	2 year
Rausch, Jaclyn	C & I Supervisor	216	3 year
Rook, James	C & I Supervisor	216	3 year
Earls, Carrie	MD Supervisor	216	2 year
Machuzak, Katie	MD Supervisor	216	2 year
Sheets, Carlotta	HR Supervisor	216	3 year

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

Mrs. Patchin \_\_\_\_\_

Mr. Dreves \_\_\_\_\_

### **CERTIFIED - EMPLOYMENT**

16. Recommend the Governing Board employ **Hunter Woodley, Home Instructor** on an as needed basis effective February 26, 2024.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call:

Mrs. Domhoff \_\_\_\_\_ Mr. Haberstroh \_\_\_\_\_ Mr. Krispinsky \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_ Mr. Dreves \_\_\_\_\_

### **CLASSIFIED – UNPAID LEAVE OF ABSENCE**

17. Recommend the Governing Board approve an unpaid leave of absence for the following Classroom Assistants as listed below: (See attached – buff)

<u><b>Name</b></u>	<u><b>Effective Date</b></u>
Cornell, Suellen	February 8, 9, 12, 15, 16, 20, 21, 22, 23, & 26, 2024 then beginning February 28, 2024 until physician's release to work
Gadd, Julia	February 26, 2024 until physician's release to work
Marcinko, Kaitlyn	February 22, 2024 until physician's release to work

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_ Mr. Haberstroh \_\_\_\_\_ Mr. Krispinsky \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_ Mr. Dreves \_\_\_\_\_

### **CLASSIFIED - RESIGNATION**

18. Recommend the Governing Board accept the resignation of the following as listed below: (See attached – pink)

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Effective</b></u>
Egry, Kristine	Classroom Assistant	March 5, 2024
Fendenheim, Teri	Classroom Assistant	January 26, 2024

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_ Mr. Haberstroh \_\_\_\_\_ Mr. Krispinsky \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_ Mr. Dreves \_\_\_\_\_

### **CLASSIFIED - RETIREMENT**

19. Recommend the Governing Board accept the resignation of **Andrea Pozzuto, Classroom Assistant** for the purpose of retirement effective June 30, 2024. (See attached – pink)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_ Mr. Haberstroh \_\_\_\_\_ Mr. Krispinsky \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_ Mr. Dreves \_\_\_\_\_

## WORKFORCE DEVELOPMENT BOARD – MINUTES

20. Recommend the Governing Board approve the minutes of the February 15, 2024 quarterly meeting for the Trumbull County Educational Service Center Business Advisory Council in partnership with the Workforce Development Board of Trumbull County.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

## SUBSTITUTES

21. Recommend the Governing Board employ the additional list of substitutes on an as needed basis effective February 12, 2024. (See attached – blue)

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

## EXECUTIVE SESSION

22. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to enter into **Executive Session** at \_\_\_\_\_.

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

The Board and its committees and subcommittees reserve the right to enter into executive session solely to discuss one (1) or more of the following issues that are exempt from public sessions:

☐

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

☐

investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of his/her duties or his/her removal from office shall not be held in executive session

☒

consideration of the purchase of property for public purposes, or sale or other disposition of unneeded, obsolete, unfit for use property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest

☐

discussion, with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action

☐

preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of employment

☐

matters required to be confidential by Federal law or regulations or State statutes

- ☐ specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the Center's security
- ☐ consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
1. the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and
  2. a unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project

No official action may be taken in executive session. R.C. 121.22

Return to regular session: \_\_\_\_\_

## **ADJOURN**

23. Recommend motion to adjourn.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn  
this meeting at \_\_\_\_\_ a.m.

Roll Call Vote:

Mrs. Domhoff \_\_\_\_\_  
Mrs. Patchin \_\_\_\_\_

Mr. Haberstroh \_\_\_\_\_  
Mr. Dreves \_\_\_\_\_

Mr. Krispinsky \_\_\_\_\_

## **NEXT BOARD MEETING:**

April 8, 2024 at 9:00 a.m. at the Trumbull County Educational Service Center.