

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

March 11, 2024

The Regular Meeting of the Trumbull County Educational Service Center was held on, March 11, 2024 at the Board Office.

Mr. Jeffrey Dreves, President, called the meeting to order at 9:00 a.m. followed by attendance roll call. Members present were: Mrs. Denise Domhoff, Mrs. Deborah Patchin, Mr. Al Haberstroh, and Mr. Thomas Krispinsky. Also present were Michael Hanshaw, Superintendent; Robert Marino, Ed. D, Assistant Superintendent; Stacy Foster, Treasurer; Carlotta Sheets, Supervisor of Human Resources and Communication; Michelle Tul, Director of Pupil Services and Christopher Hubinsky, Technology Administrator.

APPROVAL OF FINANCIAL REPORTS

24-39 Motion by Mr. Krispinsky, Second by Mrs. Patchin to approve the Financial Reports presented by the Treasurer as of February 29, 2024.

Roll Call Vote: Mr. Krispinsky, Mrs. Patchin, Mr. Haberstroh, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

APPROVAL OF MINUTES

24-40 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to approve the minutes of the February 12, 2024 Regular Board Meeting.

Roll Call Vote: Mrs. Domhoff, Mr. Haberstroh, Mrs. Patchin, Mr. Krispinsky, Mr. Dreves – ayes. Motion Carried.

TREASURER’S RECOMMENDATIONS

APPROPRIATIONS

24-41 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to 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

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439	EARLY CHILDHOOD EDUCATION GRANT 2024	\$0.00	\$250,750.00	\$250,750.00	\$250,750.00	Additional ODE Funding
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Roll Call Vote: Mr. Krispinsky, Mr. Haberstroh, Mrs. Domhoff, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

CONTRACTS AND AGREEMENTS

24-42 Motion by Mr. Haberstroh, Second by Mrs. Patchin to 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.

Roll Call Vote: Mr. Haberstroh, Mrs. Patchin, Mr. Krispinsky, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

24-43 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to approve a renewal contract between the Trumbull County Educational Service Center and Lordstown Local Schools to provide technology services July 1, 2024 through June 30, 2026.

- Hubbard Exempted Village Schools
- McDonald Local School District

Roll Call Vote: Mrs. Domhoff, Mr. Haberstroh, Mr. Krispinsky, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

24-44 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to approve a renewal agreement between the Trumbull County Educational Service Center and Frontline Education for Absence and Time Management, Frontline Central and Applicant Tracking.

Roll Call Vote: Mr. Krispinsky, Mr. Haberstroh, Mrs. Patchin, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

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RESOLUTION

24-45 Motion by Mr. Krispinsky, Second by Mrs. Patchin to 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)

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Roll Call Vote: Mr. Krispinsky, Mrs. Patchin, Mrs. Domhoff, Mr. Dreves – ayes. Mr. Haberstroh – abstain. Motion Carried

SUPERINTENDENT’S RECOMMENDATIONS

NEW BUSINESS – PERSONNEL MATTERS

ADMINISTRATIVE – RETIREMENT

24-46 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to approve the resignation of the **Gerlinda Melillo, Early Childhood Supervisor** for the purpose of retirement effective July 31, 2024.

Roll Call Vote: Mrs. Domhoff, Mr. Haberstroh, Mrs. Patchin, Mr. Krispinsky, Mr. Dreves – ayes. Motion Carried.

CLASSIFIED ADMINISTRATIVE – EMPLOYMENT

24-47 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to employ the following individuals as listed below effective August 1, 2024:

Name	Position	# of Days	Contract
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

Roll Call Vote: Mr. Krispinsky, Mr. Haberstroh, Mrs. Patchin, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

ADMINISTRATIVE –EMPLOYMENT

24-48 Motion by Mr. Haberstroh, Second by Mrs. Patchin to employ the following individuals on administrative certified contracts as listed below effective August 1, 2024:

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<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

Roll Call Vote: Mr. Haberstroh, Mrs. Patchin, Mr. Krispinsky, Mrs. Domhoff, Mr. Dreves – ayes. Motion Carried.

CERTIFIED – EMPLOYMENT

24-49 Motion by Mrs. Domhoff, Second by Mr. Krispinsky to employ **Hunter Woodley, Home Instructor** on an as needed basis effective February 26, 2024.

Roll Call Vote: Mrs. Domhoff, Mr. Krispinsky, Mr. Haberstroh, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

CLASSIFIED – UNPAID LEAVE OF ABSENCE

24-50 Motion by Mr. Haberstroh, Second by Mr. Krispinsky to approve an unpaid leave of absence for the following Classroom Assistants as listed below:

<u>Name</u>	<u>Effective Date</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

Roll Call Vote: Mr. Haberstroh, Mr. Krispinsky, Mrs. Domhoff, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

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CLASSIFIED - RESIGNATION

24-51 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to accept the resignation of the following as listed below:

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

Roll Call Vote: Mrs. Domhoff, Mr. Haberstroh, Mr. Krispinsky, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

CLASSIFIED - RETIREMENT

24-52 Motion by Mr. Krispinsky, Second by Mrs. Patchin to accept the resignation of **Andrea Pozzuto, Classroom Assistant** for the purpose of retirement effective June 30, 2024.

Roll Call Vote: Mr. Krispinsky, Mrs. Patchin, Mrs. Domhoff, Mr. Haberstroh, Mr. Dreves – ayes. Motion Carried.

WORKFORCE DEVELOPMENT BOARD – MINUTES

24-53 Motion by Mr. Haberstroh, Second by Mrs. Domhoff to 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.

Roll Call Vote: Mr. Haberstroh, Mrs. Domhoff, Mr. Krispinsky, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

SUBSTITUTES

24-54 Motion by Mrs. Domhoff, Second by Mr. Krispinsky to employ the additional list of substitutes on an as needed basis effective February 12, 2024.

Roll Call Vote: Mrs. Domhoff, Mr. Krispinsky, Mrs. Patchin, Mr. Haberstroh, Mr. Dreves – ayes. Motion Carried.

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EXECUTIVE SESSION

24-55 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to enter into **Executive Session** at 9:13 a.m. one (1) or more of the following issues that are exempted from public sessions:

- 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

Roll Call Vote: Mr. Krispinsky, Mr. Haberstroh, Mrs. Domhoff, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

Return to regular session at 9:38 a.m.

ADJOURN

24-56 Motion by Mrs. Domhoff, Second by Mr. Krispinsky to adjourn this meeting at 9:39 a.m.

Roll Call Vote: Mrs. Domhoff, Mr. Krispinsky, Mr. Haberstroh, Mrs. Patchin, Mr. Dreves – ayes. Motion Carried.

Date Approved

Board President

Attest: _____
Treasurer

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