

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

October 16, 2023

The Regular Meeting of the Trumbull County Educational Service Center was held on October 16, 2023 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; Michelle Tul, Director of Pupil Services; Stacy Foster, Treasurer; Carlotta Sheets, Supervisor of Human Resources and Communication and Christopher Hubinsky, Technology Administrator.

EXECUTIVE SESSION

23-220 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to enter into **Executive Session** at 9:01 a.m. to discuss one (1) or more of the following issues that are exempted from public sessions:

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

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

Return to regular session at 9:57 a.m.

APPROVAL OF FINANCIAL REPORTS

23-221 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to approve the Financial Reports presented by the Treasurer as of September 30, 2023

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

APPROVAL OF MINUTES

23-222 Motion by Mrs. Domhoff , Second by Mrs. Patchin to approve the August 14, 2023 minutes of the Regular Board Meeting.

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

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TREASURER’S RECOMMENDATIONS

APPROPRIATIONS

23-223 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to approve an adjustment in appropriations as follows:

		ORIGINAL			ADJUSTED	
FUND	DESCRIPTION	APPROPRIATION	ADJUSTMENT	AVAILABLE	APPROPRIATION	REASON
551	LEP Grant	\$0.00	\$38,943.49	\$38,943.49	\$38,943.49	FY24 GRANT ALLOCATION

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

MEMORANDUM OF UNDERSTANDING

23-224 Motion by Mr. Haberstroh, Second by Mr. Krispinsky to approve a Memorandum of Understanding with the Trumbull County Educational Service Center and Central Ohio ESC to provide additional High Quality Instructional Materials for 2 math specialists for the purpose of implementing Ohio’s Learning Standards for Mathematics.

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

CONTRACTS AND AGREEMENTS

23-225 Motion by Mrs. Domhoff, Second by Mrs. Patchin to approve an agreement between the Trumbull County Educational Service Center and EnvisionEdPlus to provide services for the Dronepreneur Grant effective October 17, 2023 through June 30, 2024.

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

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23-226 Motion by Mr. Krispinsky, Second by Mrs. Patchin to approve an agreement between the Trumbull County Educational Service Center and Portage Therapy Services to provide Occupational Therapy services to Howland Local School District from November 2, 2023 through January 22, 2024.

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

23-227 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to approve a revised agreement between the Trumbull County Educational Service Center and Ashtabula Career and Technical Center for professional development.

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

23-228 Motion by Mr. Krispinsky, Second by Mrs. Patchin to approve an agreement between the Trumbull County Educational Service Center and Trumbull County Medical Society Alliance to provide Technical Support for their meeting on October 20, 2023.

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

23-229 Motion by Mrs. Domhoff, Second by Mr. Krispinsky to approve the agreements between the Trumbull County Educational Service Center and the following to provide workshops for the Countywide PD day located at Warren City Schools on November 7, 2023:

- Preseli Equity Group Consulting, LLC
- Dan Reynolds, Invested Learning
- Dr. Pam Kastner
- Eric Curts
- Oh WOW!
- Wong & Gershman
- Kevin Lorson
- Dr. Doug Ellison
- Catherine Johnson
- Alicia Hrubey, Harmony Therapeutic Services
- Brad Hurtig, Relevant Speakers Network
- Lisa Frederick

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- Edith Davidson
- Jonathan Schulz, Life Unleashed
- Brian Rohrig

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

- 23-230 Motion by Mr. Haberstroh, Second by Mrs. Patchin to approve an agreement between the Trumbull County Educational Service Center and Vista AST LLC to provide services for the STEAM Program.

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

RESOLUTION

- 23-231 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to approve the following resolution as listed below:

**SELF-CERTIFYING \$50,000.00 MICRO-PURCHASE
THRESHOLD FOR USE OF FEDERAL FUNDS**

The Treasurer recommends self-certifying a micro-purchase threshold of \$50,000 for expenditures of federal funds, consistent with the \$50,000 bidding threshold in R.C. 3313.46, in accordance with 2 C.F.R. § 200.320(a)(iii) and (iv).

Background:

1. The Board is, from time to time, the recipient of Federal grant funding (“Federal Funds”), which it uses to purchase goods and services.
2. When using the Federal Funds, the Board must comply with the procurement requirements of the Uniform Guidance, including the use of approved procurement methods found in 2 CFR § 200.320.
3. 2 C.F.R. § 200.320(a)(ii) provides that the Board may award “micro-purchases” without soliciting competitive price or rate quotations, where the Board determines the price of such “micro-purchase” to be reasonable.
4. 2 C.F.R. § 200.320(a)(iii) and (iv) allow the Board to self-certify a “micro-purchase” threshold up to \$50,000 on an annual basis.
5. An increased micro-purchase threshold is justified because R.C. 3313.46 provides for a \$50,000 threshold for sealed bidding, and R.C. 153.71(A) permits the selection of a design firm based on qualifications included in a pre-qualification file when the compensation for services will be less than \$50,000 for a project, and having consistent thresholds will ensure consistency and efficiency

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in the Board's procurement processes and procedures; accordingly, consistent with the \$50,000 threshold of R.C. 3313.46 and R.C 153.71(A), the Treasurer recommends that the Board raise the micro-purchase threshold to \$50,000.

6. The Board will need to maintain documentation related to all micro-purchases to be made available to the Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334.

The Governing Board hereby resolves as follows:

1. A \$50,000 micro-purchase threshold is consistent with the \$50,000 thresholds established in R.C. 3313.46 and R.C 153.71(A).
2. A \$50,000 micro-purchase threshold is self-certified for any expenditure of Federal Funds, as permitted by 2 C.F.R. § 200.320(a)(iii) and (iv), for the current fiscal year.

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

SUPERINTENDENT'S RECOMMENDATIONS

NEW BUSINESS – PERSONNEL MATTERS

RESOLUTION

23-232 Motion by Mr. Krispinsky, Second by Mr. Haberstroh to approve the following resolution as listed below:

**AUTHORIZING CONTRACT WITH GPD GROUP
FOR DESIGN SERVICES FOR THE TCTC CLASSROOM BUILDOUT PROJECT**

The Superintendent recommends approving the design and construction administration services agreement with Glaus, Pyle, Schomer, Burns and Dehaven, Inc. dba GPD Group ("GPD") for TCTC Classroom Buildout Project (the "Project").

Rationale:

1. The Board has identified the need to renovate the Trumbull Career and Technical Center in order to expand its drone program.
2. The Project requires design and construction administration services from a professional design firm as defined by ORC 153.65(C), which are estimated to be between \$25,000 and \$50,000.
3. The Board has established a file with current qualifications for design professionals, as permitted by ORC Section 153.66, and ORC Section 153.71(B)(2), which permits the selection of a design firm based upon qualifications included in that file when the compensation for services will be between \$25,000 and \$50,000 for a project.

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4. Additionally, the Board will pay for the Project using federal grant funding made available to the Board through the U.S. Department of Education and the Board has established a micro-purchase threshold of \$50,000 in accordance with 2 CFR 200.320(a)(1)(iv).
5. GPD has current qualifications on file with the Board and has submitted a proposal for the services required in an amount not to exceed \$35,000.
6. The Superintendent recommends selection of GPD as the most qualified firm to perform design and construction administration services for the Project and requests authority to negotiate and execute an agreement with GPD for the Project in an amount not to exceed \$35,000.

The Governing Board resolves as follows:

1. The Board selects GPD as the most qualified firm to perform design and construction administration services for the Project and authorizes the Superintendent and Treasurer, working with legal counsel, to negotiate and execute an agreement with GPD for the Project in an amount not to exceed \$35,000.
2. The Board authorizes the Superintendent and Treasurer to sign any other documents necessary to effectuate the intent of this resolution.

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

ADMINISTRATIVE – STIPEND

- 23-233 Motion by Mr. Haberstroh, Second by Mrs. Domhoff to approve a one-time stipend for **Angela Guarnieri, C & I Supervisor** and **Bill Bosheff, C & I Supervisor** in the amount of \$3,900.00 for their Structured Literacy Dyslexia Interventionist Certification.

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

EMPLOYMENT

- 23-234 Motion by Mr. Haberstroh, Second by Mr. Krispinsky to retroactively approve employment with Bryanna Biskup to provide consulting services up to 30 hours at \$20.00 per hour effective September 25, 2023.

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

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CLASSIFIED - EMPLOYMENT

23-235 Motion by Mrs. Domhoff, Second by Mr. Krispinsky to employ the following on a one year 193 prorated contracts effective as listed below.

<u>Name</u>	<u>Position</u>	<u>Hours per day</u>	<u>Effective Date</u>
Clegg, Kim	Classroom Assistant	7.0	September 25, 2023
Hirth, Krista	Classroom Assistant	7.0	September 25, 2023
Miller, Susan	Classroom Assistant	7.0	September 25, 2023
Priddy, Alisha	Classroom Assistant	7.0	September 27, 2023

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

CLASSIFIED – RESIGNATION

23-236 Motion by Mr. Haberstroh, Second by Mrs. Domhoff to approve Separation Agreement and Release of Claims between Stephen Bornemiss and the Governing Board as previously reviewed by the Board and on file in the Treasurer’s Office.

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

OTES 2.0 EVALUATOR

23-237 Motion by Mrs. Patchin, Second by Mr. Haberstroh to approve **Katie Machuzak, MD Supervisor** as an OTES 2.0 Credentialed Teacher Evaluator effective until September 2025.

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

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CERTIFIED – UNPAID LEAVE OF ABSENCE

23-238 Motion by Mr. Krispinsky, Second by Mrs. Patchin to approve an unpaid leave of absence for the following as listed below.

Name	Position	Effective through
Evan, Delaney	Speech Pathologist	November 6, 2023 through December 18, 2023
Flynn, Alessandra	Occupational Therapist	November 6, 2023 through January 19, 2024
Pabst, Amy	Speech Pathologist	November 13, 2023 through December 20, 2023

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

TECH – ADDITIONAL DAYS

23-239 Motion by Mrs. Domhoff, Second by Mr. Haberstroh to approve up to 5 additional days for **Brendan Stoneburner, Technician** at his current daily rate for the 2023-2024 school year. All costs paid by Hubbard Exempted Village Schools.

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

SUBSTITUTES

23-240 Motion by Mrs. Patchin, Second by Mr. Krispinsky to employ the additional list of substitutes on an as needed basis effective September 11, 2023.

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

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ADJOURN

23-241 Motion by Mr. Krispinsky, Second by Mrs. Patchin to adjourn this meeting at 10:11 a.m.

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

Date Approved

Board President

Attest: _____
Treasurer