



Mercer County Educational Service Center

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Shelly Vaughn
Superintendent

Treasurer

Board Meeting Summary

September 26, 2017

The Mercer County ESC Governing Board Regular September Meeting was convened at 7:30 p.m. on Monday, September 25, 2017 at the Mercer County Educational Service Center located at 441 East Market Street in Celina.

Regular September Meeting:

1. The printed agenda was amended and approved. All five Board members answered roll call.
2. The Minutes from the August 14, 2017 Governing Board Regular Meeting and the August 30, 2017 Governing Board Special Meeting was reviewed and approved.
3. Recognition of Guests and Visitors: Steve Danderand, Kurt Wendel, and Sherry Shaffer
4. Treasurer's Report
 - a) July 2017 cash reconciliation
 - b) July 2017 check list
 - c) July 2017 financial summary (FINSUMM)
 - d) August 2017 cash reconciliation
 - e) August 2017 check list
 - f) August 2017 financial summary (FINSUMM)
 - g) Approved recommended corrections and changes to all 2017-2018 salary schedules.
 - h) Accepted the Depository Agreement with Citizens National Bank.
 - i) Approved severance calculation for Alice Homan.
 - j) Approved permanent appropriations for FY18 (noting they will be amended throughout the year)
 - k) Approved the establishment of the following funds:
 - 1) 001-9008 – Fingerprinting (separating this activity out from operating activities)

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- 2) 001-9200 – Health Care Incentive (utilizing funds from a previous insurance rebate payment)
 - 3) 022-9018 – Discovery Education/STEM Grant (local grant w/corporate & business sponsors)
 - 4) 499-9118 – Community Connectors (local flow-thru via Big Brothers/Big Sisters)
 - l) Approved acceptance and appropriations of the following grants:
 - o Parent Mentor Grant \$25,000.00 (499 9018)
 - o Title III LEP Grant \$39,268.14 (551 9018)
 - m) Approved the following advance:
 - 1) \$10,000 from GENERAL FUND (001) to COMMUNITY CONNECTORS (499-9118) [noting the grant will return the advance by June 2018]
5. Superintendent's Report
- A. Personal Day carry over – No.
 - B. Inventory – Postpone until summer.
 - C. Van fleet update – Look for future – 5 year plan.
 - D. OSBA Capital Conference – November 12-15, 2017
6. Superintendent:
- A. The Board approved the additional language to the contract of Michelle R. Vaughn for insurance purposes.
7. Retire/Rehire
- A. The Board approved the additional language to Kathy Portz, Lynn Brophy, and Diana Spencer's contract stating they shall receive the "Responsibility Factor". Retroactive to each initial employment as re-employed retirees.
 - B. The Board re-issued Lynn Brophy's contracts for FY16 & FY17 to read as follows: Replacing Step 1, MS+15 on the administrative pay scale (for FY17 & FY18) with Step 5, M+30 on the Speech pay scale.
 - C. The Board re-issued Kathy Portz's contract for FY18 to read as "Step 2" on the salary schedule (rather than Step 1) and to make any corrections to pay for FY17 and FY18 as necessary, including the issuance of back-pay due to her for FY17 at Step 1 (she was incorrectly paid at Step 0 in FY17).
8. Time Sheets and Expense Reports:
- A. The Board approved that all staff must submit their time sheets (if using) and expense reports by the last month of any given fiscal year (June 30) in order to be paid.
9. New Business:
- A. The Board approved the lease agreement with Remer Holdings, Inc. for space at the Galleria, for the 2017-2018 school year.
 - B. The Board approved the reimbursement of fingerprints and permit fees for Classified and Substitutes after working 10 days for the ESC.

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- C. The Board approved the stipend for Sue Gehret for CPR training at \$50 per training session, total of two trainings, for the summer of 2017.
 - D. The Board approved the stipend for Diane Otten to perform hearing tests at the Van Certification Training at \$50.00 per training session, total of two trainings, for the summer of 2017.
 - E. The Board approved the stipend for Jena Hartings to perform hearing tests at the Van Certification Training at \$50.00 per training session, total of one training, for the summer of 2017.
10. The Board approved the additions to the 2017-18 substitute teacher list.
11. The Board approved the initial 2017-18 substitute aide list.
12. The Board went into executive session at 8:38 p.m. and went out at 9:04 p.m. No action taken.
13. Treasurer:
- A. The Board hired Kurt Wendel as the Mercer County Educational Service Center Treasurer effective October 16, 2017. Salary per contract.
 - B. The Board terminated the contract with Interim Treasurer Jennifer Bruns effective October 15, 2017.
14. MD Program:
- A. The Board hired Crystal Harvey as an MD Aide for the 2017-2018 school year. Salary per salary scale.
15. Preschool:
- A. The Board hired Chelsea Lautzenheiser as a Preschool Aide for the 2017-2018 school year. Salary per salary scale.
 - B. The Board hired Stefanie Turner as a Preschool Aide for the 2017-2018 school year. Salary per salary scale.
 - C. The Board hired Kimberly Jolly as a part-time Itinerant Teacher for the 2017-2018 school year. Salary per salary scale.
16. Personnel – Alternative School:
- A. The Board rescinded the motion to hire Matt Niekamp as a part-time teacher not to exceed 120 days for the 2017-2018 school year. Salary per salary schedule. Approved at the July 17, 2017 Regular Board Meeting.
 - B. The Board hired Matt Niekamp as an Alternative School Monitor for the 2017-2018 school year at the salary of \$38,000, with notation he will also be given insurance benefits as well as sick and personal leave benefits such as that given to the teachers.

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17. Transportation:
 - A. The Board approved Bus Driver Certificates for the 2017-2018 school year for Gregory Bruns and Gene Evers for Marion Local Schools.

18. Important Dates to Remember:
 - A. Regular Board Meeting Future Dates:
2017- October 23, November 27, December 18.
 - B. Board Members up for Election: Jeff Davis, Pete Hayes, Tess Mescher.

19. The Regular October will be Monday, October 23, 2017 at the Mercer County Educational Service Center Boardroom, 441 E. Market Street, Celina, Ohio at 7:00 p.m.

Meeting adjourned at 9:12 p.m.