

**Ohio Valley Educational Service Center  
Board Meeting Minutes  
Thursday, January 18, 2024 – 6:00 P.M.  
Lori's Restaurant, Caldwell, Ohio**

Opening ceremony with Pledge of Allegiance and Prayer

The organizational and regular meeting was called to order by President Pro-tem, Bob Burrow

**The Oath of Office was administered to Shelly Hess, Trina Jackson, Stephen Ogle, Lynn Warner and Rusty Winland by Megan Atkinson, Treasurer.**

Roll Call: Biggs, Burrow, Hess, Jackson, Lang, Ogle, Parry, Warner and Winland  
Absent: Ingram

Public Participation: none

Mr. Winland moved to **approve the agenda as presented**. Mr. Biggs seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Hess, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

Mr. Biggs moved to **appoint Jane Irvine to fill board vacancy**. Mr. Winland seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Hess, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

**The Oath of Office was administered to Jane Irvine by Megan Atkinson, Treasurer.**

Nominations were accepted for President for 2024. **Mr. Bob Burrow was nominated.**

Mr. Winland moved to **close nominations for President for 2024**. Mr. Biggs seconded the motion.

**VOTE:** Yeas: Biggs, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Abstained: Burrow  
Nays: None. The motion carried.

Mr. Biggs moved to **elect Mr. Bob Burrow as President for 2024**. Mrs. Jackson seconded the motion.

**VOTE:** Yeas: Biggs, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Abstained: Burrow  
Nays: None. The motion carried.

Nominations were accepted for Vice-President for 2024. **Mrs. Jane Irvine was nominated.**

Mr. Winland moved to **close nominations for Vice-President for 2024**. Mr. Biggs seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Hess, Jackson, Lang, Ogle, Parry, Warner and Winland  
Abstained: Irvine

Nays: None. The motion carried.

Mr. Winland moved to **elect Mrs. Jane Irvine as Vice-President for 2024**. Mr. Lang seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Hess, Jackson, Lang, Ogle, Parry, Warner and Winland

Abstained: Irvine

Nays: None. The motion carried.

**Mr. Burrow assumed the President's chair – (*SINE DIE* – 2023)**

Mrs. Jackson moved **approval to establish the regular governing board meeting time and dates for 2024, as follows**. All meetings will be held at 6:00 pm at Lori's Restaurant, Caldwell, Ohio. Mrs. Hess seconded the motion.

**January 18, March 21, May 16, June 27, August 29, October 17, and December 19**

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland

Nays: None. The motion carried.

Mr. Biggs moved to **approve the following committees**. Mr. Ogle seconded the motion.

Finance/Audit Committee – Superintendent, Treasurer, Robert Burrow, Trina Jackson

Policy Committee – Superintendent, Treasurer, Shelly Hess, Jane Irvine, Lori Parry

Inventory Committee – Superintendent, Treasurer, Jo Ann Ingram, Woody Biggs, Lynn Warner

Personnel Committee – Trina Jackson, Rusty Winland, Patrick Lang, Steve Ogle

Records Commission Committee: Superintendent, Treasurer, Board President (Robert Burrow)

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland

Nays: None. The motion carried.

Mrs. Irvine moved **approval of the following annual business resolutions**. Mrs. Warner seconded the motion.

1. To authorize the Treasurer to invest interim funds when such funds are available
2. To authorize the Treasurer to pay all bills as they are received and report those bills at the next regularly scheduled Governing board meeting
3. To authorize the Superintendent to employ such temporary personnel as needed in emergency situations. Such employees will be presented to the governing board at the next regular meeting for consideration of continued employment subject to board approval
4. Authorization to apply for all grants and/or funding for programs that the OVESC administration deems beneficial
5. To authorize the Superintendent to serve as purchasing agent for the Educational Service Center
6. To authorize the Superintendent to serve as Civil Rights Coordinator
7. The budget created in the state software (USAS) will be used for internal management use only
8. To authorize the use of blanket purchase orders as needed
9. To authorize Penny Boggs as Homeless liaison
10. To appoint Megan Atkinson as designee to attend public records training

11. To designate that the following trainings and events are for a designated public purpose and any food purchased in conjunction with corresponding event is for a public purpose:
  - Ohio Valley ESC Annual Leadership Day
  - Ohio Valley ESC Staff Opening Day
  - Ohio Valley ESC Superintendent, Cabinet, Department, Director\ and Office Meetings
  - Board Leadership Academies/Trainings/Collaboratives
  - ESC Sponsored and Collaborative Trainings
  - Staff Professional Trainings and Conferences
12. To designate McGown & Markling Co, LPA, as legal counsel to represent the Ohio Valley ESC
13. To designate that the reimbursed mileage rate for travel will follow the IRS rate for 2024

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

Nominations were accepted for **OSBA Legislative Liaison and OSBA Student Achievement Liaison for 2024**. **Mrs. Shelly Hess was nominated as Legislative Liaison and OSBA Student Achievement Liason.**

Mr. Biggs moved to **close nominations for OSBA Legislative Liaison and OSBA Student Achievement Liaison for 2024**. Mr. Winland seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Abstained: Hess  
Nays: None. The motion carried.

Mrs. Irvine moved to **elect Mrs. Shelly Hess as OSBA Legislative Liaison and OSBA Student Achievement Liaison for 2024**. Ms. Warner seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Abstained: Hess  
Nays: None. The motion carried.

Mrs. Irvine moved to **approve the following Treasurer's Consent Recommendations**. Ms. Warner seconded the motion.

- **Approval** of minutes from the regular meeting on December 14, 2023
- **Approval** of the Treasurer's report and bills of 1,119,608.04 for December 2023
- **Approval** to participate in the OSBA Legal Assistance fund for 2024
- **Approval** of membership with the Ohio School Board Association for 2024
- **Approval** to book and accept additional Early Childhood Education Expansion Grant Funds (439-9024) – new grant award for the 23-24 year now \$425,000

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

Mr. Winland moved to approve the following **Superintendent's Consent Recommendations**. Mrs. Irvine seconded the motion.

It is recommended by the Ohio Valley ESC Superintendent that the personnel listed be employed for the term indicated and at the existing salary schedule (where applicable) pending certification (where applicable) and satisfactory BCI/FBI background check (where applicable).

**PERSONNEL:**

**CERTIFIED:**

- **Hossman, Heather**....Tutor.... SOLSD....to be issued a one year limited contract for up to 110 days... effective January 1, 2024...paid by Switzerland of Ohio Local School District

**CERTIFIED SUBSTITUTES**

**Approval** to hire the following **Certified Substitutes** on an as needed basis for the 2023-2024 school year.... Paid as per the substitute salary schedule:

**TEMPORARY NON-BACHELOR CERTIFIED SUBSTITUTES:**

**Approval** to hire the following Temporary Non-Bachelor Certified Substitutes, those that have applied for the 1 Year Temporary Substitute Multi-Age PK-12 Ohio Department of Education License, on an as needed basis for the 2023-2024 school year...Paid as per the substitute salary schedule:

- Bolyard, Darby

**CLASSIFIED:**

- **French, Amy**.....Paraprofessional.....Ewing School....to be issued a one year limited contract for up to 90 days....up to 8 hours per day....effective 2023-2024 school year....paid by Marietta City Schools
- **Hanes, Abigail**.....Paraprofessional.....Ewing School....to be issued a one year limited contract for up to 100 days....up to 8 hours per day....effective 2023-2024 school year....paid by Marietta City Schools
- **Isaly, Sabrina**.....Paraprofessional.....OVESC Preschool....to be issued a one year limited contract for up to 90 days....up to 8 hours per day....effective 2023-2024 school year....paid by Switzerland of Ohio Local School District
- **Wittekind, Terra**....Preschool and Special Education Administrative Assistant....OVESC....to be issued a one year limited contract for up to 105 days....up to 8 hours per day....effective 2023-2024 school year.... paid by OVESC Preschool Consortium Districts

**CLASSIFIED SUBSTITUTES**

**Approval** to hire the following **Classified Substitutes** on an as needed basis for the 2023-2024 school year.... Paid as per the substitute salary schedule:

- Bolyard, Darby
- Cline, Deanne

**REASSIGNMENTS AND ADJUSTMENTS:**

- **Kenney, James**....Full Time/Long Term Substitute Teacher...Opportunity School....Recommendation to adjust job assignment title from Full Time/Long Term Substitute

Teacher to Teacher... effective January 3, 2024 for the 2023-2024 school year....paid by Opportunity School Consortium Districts

#### **RESIGNATIONS AND RETIREMENTS:**

- **Anderson, Abigail**....Recommendation to approve the resignation of **Abigail Anderson**...Teacher.... Crooksville EVSD....effective December 28, 2023
- **Hossman, Heather**....Recommendation to approve the resignation of **Heather Hossman**.... Paraprofessional....OVESC Preschool....effective December 31, 2023
- **Lamp, Rebecca**....Recommendation to approve the resignation of **Rebecca Mary Lamp**....Paraprofessional ....Ewing....effective January 15, 2024
- **Sullivan, Dianna**....Recommendation to approve the retirement of **Dianna Sullivan**....Executive Administrative Assistant...OVESC....effective June 30, 2024 (a previous retire-rehire)

#### **SUPPLEMENTALS:**

- **Approval** for supplemental contracts for the following to participate in additional district training at OVESC Preschool....at the rate of \$25 per hour for up to 11 hours of training (2 days) .... paid by CLSD Grant Funds.... payable upon completion of duties and receipt of time sheets:
  - **Byrd, Buffy**
  - **Cunningham, Julie**
  - **Fouss, Melanie**
  - **Hoium, Ellen**
  - **Ruble, Trisha**

#### **RECOMMENDATIONS:**

- **Recommendation** to approve the OVESC Preschool classes at Woodsfield Elementary to go on a field trip to Monroe Theatre on Thursday, December 14, 2023
- **Recommendation** to approve the OVESC Preschool class at Jack Cera to go on a field trip to Monroe Theatre on Thursday, December 14, 2023
- **Recommendation** to approve the OVESC Preschool  $\frac{3}{4}$  class at Washington Elementary to go on a field trip to Library on Thursday, December 14, 2023
- **Recommendation** to approve unpaid leave for **Amanda Cozzens**...Paraprofessional.... OVESC Preschool...from approximately February 9, 2024 to March 25, 2024...dock days will be used once paid leave is exhausted
- **Recommendation** to approve unpaid leave for **Gary Gil**...Tutor.... SOLSD...from approximately January 5, 2024 to February 9, 2024...dock days will be used once paid leave is exhausted
- **Recommendation** to approve revised unpaid leave for **Hannah Guiler**...Paraprofessional....OVESC Preschool...from approximately December 17, 2023 to March 11, 2024...dock days will be used once paid leave is exhausted
- **Recommendation** to approve December 13-14, 2023 as dock days for **Tanishea Potts**....Tutor.... SOLSD
- **Recommendation** to approve December 6-8, 2023 as dock days for **Jennifer Riser**.... Full Time/Long Term Substitute Teacher....OVESC Preschool
- **Recommendation** to approve May 22-24, 2024 as dock days for **Halie Gibbons**....Tutor.... SOLSD
- **Recommendation** to approve Memorandum of Understanding with South Central Ohio ESC regarding reimbursement for attendance training provided for our districts
- **Recommendation** to approve FMLA leave for Erica Archer....School Psychologist....from approximately January 4, 2024 to up to 60 days....dock days will be used once paid leave is exhausted

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

Mr. Ogle moved to approve the updated Policy Manual with the following change. Mrs. Parry seconded the motion.

- **Deleted Policies**

<b><u>Bylaw/Policy Number</u></b>	<b><u>Title of Policy</u></b>
3120.09	Volunteers
4120.09	Volunteers
4630.02	Leave of Absence for Employment by a Community School
7999	No Drone Zone
8500	Food Services

- **New Policies**

<b><u>Bylaw/Policy Number</u></b>	<b><u>Title of Policy</u></b>
Po0131.1	Technical Corrections
2220	Adoption of Courses of Study
2271	College Credit Plus Program
2370.01	Blended Learning
2412	Homebound Instruction Program
5337	Care of Students with Active Seizure Disorders
7440.03	Small Unmanned Aircraft Systems
8120	Volunteers
8210	School Calendar
8300	Continuity of Organizational Plan
8305	Information Security
8310 A	Public Records
8320	Personnel Files
8390	Animals on District Property
8400	School Safety
8420	Emergency Situations at School
8650	Transportation by School Van

- **Replacement Policies**

<b><u>Bylaw/Policy Number</u></b>	<b><u>Title of Policy</u></b>
Po0141.2	Conflict of Interest
2280	Preschool Program
7434	Tobacco Use Prevention
7540.01	Technology Privacy
7540.02	ESC Web Accessibility, Content Apps, and Services
7540.03	Student Technology Acceptable Use and Safety
7540.04	Staff Technology Acceptable Use and Safety

7540.05	Electronic Mail
7540.07	Technology Resources Acceptable Use – Other Authorized Users
7540.08	Network Resources and Internet Safety
8310	Public Records

○ **Revised Policies**

<b><u>Bylaw/Policy Number</u></b>	<b><u>Title of Policy</u></b>
Po0164	Notice of Meetings
1121	Criminal History Record Check
1266	Nondiscrimination on the Basis of Sex in Education Programs or Activities
1415	Severance
1422	Nondiscrimination and Equal Employment Opportunity
1440	Job Related Expenses
1619.02	Privacy Protections of Fully Insured Group Health Plans
1623	Section 504/ADA Prohibition Against Disability Discrimination in Employment
1662	Anti-Harassment
2260	Nondiscrimination and Access to Equal Educational Opportunity
4439	Holidays
5310	Health Services
5320	Immunizations
5336	Care of Students with Diabetes
5517	Anti-Harassment
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students
5830	Student Fund-Raising
6112	Cash Management of Grants
6325	Procurement – Federal Grants/Funds
6423	Use of Credit Cards
6424	Procurement Cards
6440	Cooperative Purchasing
6550	Travel Payment & Reimbursement/Relocation Costs
6700	Fair Labor Standards Act (FLSA)
7250	Naming of and Logos for Programs, Services, and Facilities
7440	Facility Security
8315	Information Management
8330	Student Records
8462	Student Abuse and Neglect
9160	Public Attendance at School Events

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

**Information of the following upcoming professional development sessions:**

**District Collaboration**– SOLSD – January 4, 2024 – Byers, J.  
**District Collaboration**– SOLSD – January 4, 2024 – Gardner, G.  
**District Collaboration**– SOLSD – January 4, 2024 – Gibbons, H.  
**District Collaboration**– SOLSD – January 4, 2024 – McDaniel, C.  
**District Collaboration**– SOLSD – January 4, 2024 – Ross, A.  
**District Collaboration**– SOLSD – January 4, 2024 – Schenk, R.  
**District Collaboration**– SOLSD – January 4, 2024 – Thornton, Jennifer  
**District Collaboration**– SOLSD – January 4, 2024 – Yoss, S.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Byers, J.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Christman, C.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Gardner, G.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Gehrig, L.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Gromley, B.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Hutchison, J.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – McDaniel, C.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Ross, A.  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Thornton, Jennifer  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Thornton, Joe  
**High Dosage Tutoring** – Marietta College – January 23, 2024 – Yoss, S.  
**OG Dyslexia ELA Training** – Rolling Hills LSD – January 22-26, 2024 – Bates, C.  
**Executive Functioning – SWCC Innovation Center** – February 8, 2024 – Thornton, Joe  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Bowen, A.  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Bunt, B.  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Edgell, J.  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Gainer, M.  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Mitchell, T.  
**ODE 2024 Literacy Academy** – Columbus, Ohio – February 27-28, 2024 – Swaney, M.

**Superintendent Reports and Updates:**

- January is Board Member appreciation month – the board was recognized for their service to the board

Mrs. Jackson moved to **adjourn**. Mrs. Irvine seconded the motion.

**VOTE:** Yeas: Biggs, Burrow, Hess, Irvine, Jackson, Lang, Ogle, Parry, Warner and Winland  
Nays: None. The motion carried.

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President

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Treasurer