

**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER
POLICY COMMITTEE MEETING
OCTOBER 11, 2023**

The Policy Committee met at 5:15 p.m. at the Chauncey Office, located at 21 Birge Drive, Chauncey, Ohio with the following members present: Mr. Gary Dicken, Mr. Greg Bailey, Mr. Steve Wheeler, Ms. Heather Wolfe, Superintendent, and Ms. Teresa McGinnis, Treasurer.

The following policies were reviewed for revision:

<u>Policy #</u>	<u>Policy Name</u>
0141.2	Vol. 42, No. 1 - August 2023 Revised CONFLICT OF INTEREST
1623	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
1662	ANTI-HARASSMENT
2260	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
2260.01	SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
2266	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
2623.02	Vol. 42, No. 1 - August 2023 Revised THIRD GRADE READING GUARANTEE
3120.08	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
3122	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
3123	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
3362	ANTI-HARASSMENT
3441	FLEX TIME
4120.08	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
4123	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
4362	ANTI-HARASSMENT
4441	FLEX TIME
5320	Vol. 42, No. 1 - August 2023 Revised IMMUNIZATION
5330	USE OF MEDICATIONS
5337	Vol. 42, No. 1 - August 2023 New CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS
5517	ANTI-HARASSMENT
5517.02	SEXUAL VIOLENCE

<u>Policy #</u>	<u>Policy Name</u>
6700	FAIR LABOR STANDARDS ACT (FLSA)
7440	Vol. 42, No. 1 - August 2023 Revised FACILITY SECURITY
8120	VOLUNTEERS
8210	SCHOOL CALENDAR
8330	Vol. 42, No. 1 - August 2023 Revised STUDENT RECORDS
9160	PUBLIC ATTENDANCE AT SCHOOL EVENTS
9211	EDUCATIONAL SERVICE CENTER SUPPORT ORGANIZATIONS

**ATHENS-MEIGS EDUCATIONAL SERVICE CENTER
REGULAR MEETING
OCTOBER 11, 2023**

The Governing Board of the Athens-Meigs Educational Service Center held a Regular Meeting on Wednesday, October 11, 2023, at the Chauncey Office, located at 21 Birge Drive, Chauncey, Ohio.

President Jeff Koehler called the meeting to order at 6:00 p.m.

A moment of silent reflection was held and the Pledge of Allegiance recited.

Roll call:

Mr. John G Bailey	Present	Mr. Jeff Koehler	Present
Mr. Mick Davenport	Present	Mr. Jeffrey Vogt	Present
Mr. John Depoy	Present	Mr. Steve Wheeler	Present
Mr. Gary Dicken	Present	Mr. Mony Wood	Absent
Ms. Connie Dugan	Present		

Ex-officio Members: Mr. Covert Absent Mr. Grippa Absent

23-112. Mr. Dicken moved to approve the minutes of the Regular Governing Board Meeting held on September 27, 2023. Mr. Wheeler seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jeff Koehler	Yes
Mr. Mick Davenport	Yes	Mr. Jeffrey Vogt	Yes
Mr. John Depoy	Abstain	Mr. Steve Wheeler	Yes
Mr. Gary Dicken	Yes	Mr. Mony Wood	Absent
Ms. Connie Dugan	Abstain		

Motion carried.

Mr. Jaime Nash, Buckeye Hills Career Center Superintendent, spoke to the Governing Board about the childcare program at Buckeye Hills, the advantage of a partnership with the ESC, and his vision for a future partnership with the ESC. The Early Childcare Program at Buckeye Hills began to make child care available for adult learners. The Program Coordinator just separated employment from Buckeye Hills and Buckeye Hills would like the ESC to run the program. Buckeye Hills has students obtaining their CDA (Child Development Associate Credential) and will be potential future employees for the Athens-Meigs ESC's. Dawn Hall, Head Start Director, stated that the Office of Head Start is placing a focus on how Head Start programs partner with Career Centers.

Public Participation

None

Head Start Reports and Recommendations

No items for Board action at this time.

State Support Team Region 16 Director’s Reports and Recommendations

23-113. Mr. Davenport moved to approve the following SST16 Reports and Recommendations as presented by Heather Wolfe, Superintendent:

- A. Approve a contract with Marietta Country Club in the amount of \$150.00 for a room rental fee for the “Making PBIS Work For You” workshop with nationally recognized PBIS expert Dr. Tim Lewis on March 8, 2024.

Mr. Bailey seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jeff Koehler	Yes
Mr. Mick Davenport	Yes	Mr. Jeffrey Vogt	Yes
Mr. John Depoy	Yes	Mr. Steve Wheeler	Yes
Mr. Gary Dicken	Yes	Mr. Mony Wood	Absent
Ms. Connie Dugan	Yes		

Motion carried.

Executive Session

None.

Treasurer’s Reports and Recommendations

23-114. Mr. Depoy moved to approve the following Treasurer’s Reports and Recommendations as presented by Teresa McGinnis, Treasurer:

- A. Approve Bills paid in September 2023.
- B. Approve Monthly Financial Report for September 2023.

Ms. Dugan seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jeff Koehler	Yes
Mr. Mick Davenport	Yes	Mr. Jeffrey Vogt	Yes
Mr. John Depoy	Yes	Mr. Steve Wheeler	Yes
Mr. Gary Dicken	Yes	Mr. Mony Wood	Absent
Ms. Connie Dugan	Yes		

Motion carried.

Superintendent's Reports and Recommendations

23-115. Mr. Dicken moved to approve the following Superintendent's Reports and Recommendations as presented by Heather Wolfe, Superintendent:

A. Adopt the following Resolution:

RATIFYING ACTIONS TAKEN TO SELF-CERTIFY \$50,000.00 MICRO-PURCHASE
THRESHOLD FOR USE OF FEDERAL FUNDS AND TO ENTER INTO VARIOUS
CONTRACTS FOR CAPITAL PROJECTS AT THE MEIGS EARLY LEARNING
CENTER

The Superintendent requests ratification of action taken to self-certify a micro-purchase threshold of \$50,000.00 for expenditure of federal funds. The Superintendent also requests ratification of actions taken to enter into various contracts for capital projects at Bradbury Head Start.

Rationale:

1. The ESC identified a need to perform various capital projects at Bradbury Head Start, including (1) demolition work and removal of debris, (2) installation of new furnaces, (3) removal of old and installation of new heat pumps, (4) re-location of furnace and ductwork, (5) sealing of exterior holes in the building, (6) installation of new windows in the front of the building, (7) installation of new windows in the back of the building, (8) installation of vinyl flooring and carpet in the front of the building, (9) installation of carpet in the back of the building, and (10) installation of 3 new gas furnaces (collectively, the "Projects").
2. Projects (1), (2), (3), (4), (5), (7), (9), and (10) above are outside the scope of competitive bidding requirements defined in ORC 3313.46, and fall within an exception stated therein, because the anticipated cost of work is less than \$50,000.00

3. The work for the Projects needed to be completed as soon as possible in order to be finished prior to the start of the 2022/2023 school year. Bidding the work would have delayed the Projects' completions, resulting in higher costs, and would not guarantee that lower bids would be received for the work. Additionally, the work needed to be completed as soon as possible so that ESC operations were not impeded. This situation presented an urgent necessity to complete the Projects and justification for waiving competitive bidding, as contemplated by ORC 3313.46, for Projects (6) and (8) above that are in excess of \$50,000.00.
4. However, the ESC paid for some or all of the Projects using federal grant funding made available to the ESC through ESSER, GEERS, School Safety and Security, and Head Start and Early Head Start.
5. 2 CFR 200.320(a)(1)(iii) and (iv) allow the ESC to self-certify a "micro-purchase" threshold up to \$50,000 on an annual basis. An increased micro-purchase threshold is justified because ORC 3313.46 provides for a \$50,000.00 threshold for competitive bidding. Having consistent thresholds ensures consistency and efficiency in the ESC's procurement processes and procedures; accordingly, the ESC raised the micro-purchase threshold to \$50,000.00.
6. Additionally, the procurement method used for the Projects is in compliance with 2 CFR 200.320(a)(2)(i), as the dollar amount of the agreements with the contractors do not exceed the simplified acquisition threshold of \$250,000.00, and quotations were obtained from an adequate number of qualified sources.
7. Hendrix Heating & Cooling ("Hendrix") is experienced in performing the work identified in Projects (1), (2), (3), (4), (5), and (10) above, and provided proposals for those Projects as set forth in the following table. The Superintendent reviewed the proposals and found that they are reasonable and appropriately competitive.

Project	Contract Sum
(1) Demolition work and removal of debris	\$24,000.00
(2) Installation of new furnaces	\$33,110.00
(3) Removal of old and installation of new heat pumps	\$38,000.00
(4) Relocation of furnace and ductwork	\$21,400.00
(5) Sealing of exterior holes in the building	\$11,000.00
(10) Installation of 3 new gas furnaces	\$19,000.00

8. A-1 Glass and Doors ("A-1") is experienced in performing the work identified in Projects (6) and (7) above, and provided proposals for those Projects as set forth in the following table. The Superintendent reviewed the proposals and found that they are reasonable and appropriately competitive.

Project	Contract Sum
(6) Installation of new windows in the front of the building	\$118,550.00
(7) Installation of new windows in the back of the building	\$20,300.00

9. Haffelt's Mill Outlet, Inc. ("Haffelt's") is experienced in performing the work identified in Projects (8) and (9) above, and provided proposals for those Projects as set forth in the following table. The Superintendent reviewed the proposals and found that they are reasonable and appropriately competitive.

Project	Contract Sum
(8) Installation of carpet and vinyl flooring in the front of the building	\$82,724.00
(9) Installation of carpet in the back of the building	\$14,183.00

10. To ensure timely progress was made on the Projects, the Superintendent executed the following contracts.

Project	Contractor	Contract Sum
(1) Demolition work and removal of debris	Hendrix	\$24,000.00
(2) Installation of new furnaces	Hendrix	\$33,110.00
(3) Removal of old and installation of new heat pumps	Hendrix	\$38,000.00
(4) Relocation of furnace and ductwork	Hendrix	\$21,400.00
(5) Sealing of exterior holes in the building	Hendrix	\$11,000.00
(6) Installation of new windows in the front of the building	A-1	\$118,550.00
(7) Installation of new windows in the back of the building	A-1	\$20,300.00
(8) Installation of carpet and vinyl flooring in the front of the building	Haffelt's	\$82,724.00
(9) Installation of carpet in the back of the building	Haffelt's	\$14,183.00
(10) Installation of 3 new gas furnaces	Hendrix	\$19,000.00

The Athens-Meigs Educational Service Center Board of Education resolves as follows:

1. The Board ratifies a micro-purchase threshold of \$50,000.00 in accordance with 2 CFR 200.320(a)(1).
2. The Board ratifies the action taken by the Superintendent and Treasurer to contract with Hendrix, A-1 and Hafflet's to provide the required construction services and work related to the Projects.

Mr. Wheeler seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jeff Koehler	Yes
Mr. Mick Davenport	Yes	Mr. Jeffrey Vogt	Yes
Mr. John Depoy	Yes	Mr. Steve Wheeler	Yes
Mr. Gary Dicken	Yes	Mr. Mony Wood	Absent
Ms. Connie Dugan	Yes		

Motion carried.

23-116. Mr. Dicken moved to approve the following Superintendent's Reports and Recommendations as presented by Heather Wolfe, Superintendent:

AMESC

- B. Approve the updates to the Substitute Teacher and Substitute Aide Lists for Athens, Meigs and Perry Counties.
- C. Accept the resignation of Annika McKinney, Cheshire REACH Tutor, with her last day of employment being October 20, 2023.
- D. Approve a Service Contract with Terrence Talley of Relevant Speakers Network to present four presentations at Trimble Middle School on November 9, 2023 on the importance of physical and mental health as well as education and career goals. Contract amount: \$1,750.00 to be funded through the Outreach grant.
- E. Approve a Service Agreement with Buckeye Hills Career Center in the amount of \$25,000 for the AMESC to provide Early Childcare Administrative services effective October 11, 2023 to July 31, 2024.

Athens City

- F. Amend the resignation of Timby Ashcraft, 1:1 Paraprofessional at Beacon School serving an Athens City student, with her last day of employment being October 5, 2023 (originally approved 9/27/23, #23-110 with a date of September 26, 2023).
- G. Approve rescinding the 23/24 Contract to Levi Brown, 1:1 Paraprofessional serving an Athens City student at Beacon School (contract originally approved 9/27/23, #23-110 with an effective date of 10/2/23).

Head Start

- H. Approve rescinding the 23/24 Contract to Haylie Jones, part time Center Assistant at Little Storm Early Learning Academy (contract originally approved 9/27/23, #23-110 with an effective date of 10/9/23).

AMESC

- I. Accept the resignation of Destanee Folden, Preschool Teacher, with her last day of employment being Oct. 13, 2023.

Athens City

- J. Approve a One Year Contract (2023 through 2024) to Amie Nogrady as a 1:1 Paraprofessional serving an Athens City student at Beacon School, nine months (187 days prorated), effective October 16, 2023 at the rate of \$13.50 per hour, no benefits, being contingent upon proper certification, continued funding and need. Effective the date that confirmation of the Parapro Assessment requirement has been met, a \$2.75 per hour stipend will be added to the hourly rate as per the Agreement with ACBDD.

Head Start

- K. Approve a Supplemental Contract to Dawn Hall, HVHS Director, for Early Childcare Administrative services at Buckeye Hills Career Center effective October 11, 2023 through July 31, 2024. Contract amount: \$12,000.00.

Ms. Dugan seconded the motion.

Roll call:

Mr. John G Bailey	Yes	Mr. Jeff Koehler	Yes
Mr. Mick Davenport	Yes	Mr. Jeffrey Vogt	Yes
Mr. John Depoy	Yes	Mr. Steve Wheeler	Yes
Mr. Gary Dicken	Yes	Mr. Mony Wood	Absent
Ms. Connie Dugan	Yes		

Motion carried.

Legislative Report

Ohio Governor Mike DeWine announced that the Safer Ohio School Tip Line has been updated. Additionally, Senator Sherrod Brown introduced the Educator Expense Reduction Act that will increase the amount of out-of-pocket expenses that Ohio Teachers can deduct when filing state taxes.

Tri-County Career Center Report

None.

Old Business

None

New Business.

Personnel Committee will meet to discuss Recognition for previous Board Members. Mr. Koehler announced that there will be a vacancy on the Governing Board as of January 1, 2024 as Mr. Vogt will not be running again for the seat. The Board will have to follow the process of filling a vacancy as detailed in the Ohio Revised Code which includes a 10 day waiting period when nothing can be done to find a suitable replacement.

The next regular Athens-Meigs ESC Governing Board Meeting is scheduled to be held on Wednesday, October 25, 2023, 6:00 p.m., at the Athens-Meigs ESC, 21 Birge Drive, Chauncey, Ohio.

23-117. Time 6:47 p.m. Mr. Dicken moved to adjourn the meeting. Ms. Dugan seconded the motion. Without objection, the meeting was adjourned.

President

Treasurer