

UNOFFICIAL MINUTES OF THE MADISON CHAMPAIGN EDUCATIONAL SERVICE CENTER
GOVERNING BOARD

REGULAR BOARD MEETING

Urbana Board Office

Monday, April 27, 2026

6:00 p.m.

This meeting is a meeting of the Governing Board in public for the purpose of conducting the Educational Service Center's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call to Order: Time: 6:00 PM
- II. Roll Call: Mr. Burroughs, Mrs. Crumley, Mrs. Nutter, and Mrs. Shoaf were present.
- III. Pledge of Allegiance
- IV. Recognition of Visitors: Mr. Daryl Thomas, representing the Ohio School Board, presented Mrs. Shoaf with a certificate honoring her 10 years of service as an ESC Board Member. Mrs. Shoaf has been dedicated to serving the ESC, local school districts and students.
- V. Presentation(s): Melissa Scoville, Gifted Supervisor
- VI. Approval of the Agenda
 - A. The Board approved the agenda as prepared/amended.
- VII. Approval of Previous Meeting Minutes:
 - A. The Board approved the Minutes of the March 23, 2026 – Organizational/Regular Meeting
- VIII. The Board approved the Treasurer’s Report for the month ending March, 2026:
 - A. Summary of Accounts
 - B. Cash Position Report
 - C. Summary Expenditure Status Report for General Fund
 - D. Revenue Account Summary
 - E. Checks for the Month
 - F. Fiscal Bar Graph Views
 - G. General Fund Revenue & Expenditures by Month – FY26 & FY25
 - H. Accounts Receivable Aging Report
- I. The Board approved the recommendation to accept the following donation(s).
 - 1. Logan County Board of Developmental Disabilities - \$10,000.
- J. The Board approved the recommendation to approve the following purchased service contracts.
 - 1. SMS E-Rate, E-Rate consulting services for Category 1 services; \$2,000.
 - 2. Jefferson County ESC, VC (Gradebook); \$3.00 per student (\$2,500 minimum).
- IX. The Board approved the recommendation to enter into an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Time In: 6:42 Time Out: 6:52

X. Policies/Resolutions

- A. The Board approved the recommendation to allow 12 month employees who accumulate vacation leave to exchange a maximum of 5 unused vacation days for cash at his/her per diem rate of pay. Upon payment for the days, they shall be removed from the employee's balance. This shall be a one-time option and leave must be exchanged by July 31, 2026.
- B. The Board approved the recommendation to reschedule the June meeting of the Governing Board from June 22, 2026 to June 29, 2026.
- C. The Board approved the recommendation to post notice of a public hearing to discuss the possible rehire of retired employees. The hearing shall take place during the June 29, 2026 meeting of the Governing Board.
- D. The Board approved recommendation to approve the following policy revisions and additions:

<u>Policy #</u>	<u>Title</u>
3440/4440 (Revised)	Job-Related Expenses
6320 (Revised)	Purchasing and Bidding
6325 (Revised)	Procurement – Federal Grants/Funds
6460 (Revised)	Vendor Relations
6425 (New)	Use of Center Tax Exempt Certificate
6465 (New)	Affinity, Rewards, or Other Discount Programs
7540.09 (Replacement)	Artificial Intelligence (AI)
8500 (Replacement)	Food Service
AG 8650	Transportation by Alternative Vehicles

XI. Superintendent's Recommendations: Consent Agenda

- A. The Board approved the recommendation to accept the additions Substitute Teacher, Paraprofessional and Nurse lists for the 2025-2026 school year as presented.
- B. The Board approved the recommendation to approve the following calendars for the 2026-27 school year.
 - 1. Mac-a-Cheek Learning Center
 - 2. Mac South
 - 3. Yoder Learning Center
- C. The Board approved the recommendation to accept the following resignations effective the end of the 2025-26 school year unless otherwise noted.
 - 1. Brooke Balo, Paraprofessional.
 - 2. Sharon Beck, School Psychologist.
 - 3. Cynthia Bell, Paraprofessional – for the purpose of retirement.
 - 4. Shelby Haffner, Paraprofessional – As-Needed.
 - 5. Julie Hartsel, Special Education Supervisor – for the purpose of retirement.
 - 6. Ann McGlaughlin, School Psychologist.
 - 7. Evette Moody, Preservice Instructor; effective January 31, 2027.
 - 8. Sade Richards, School Psychologist.
 - 9. Reece Schmidt, Paraprofessional – As-Needed; effective April 19, 2026. Mr. Schmidt did not provide a 30-day notice as required by ORC 3319.081 and Board Policy 4140.
 - 10. John Sifrit, Attendance Officer; effective April 22, 2026.
 - 11. Caitlin Smith, Latchkey Aide; effective April 18, 2026.
 - 12. Jessica Sweeney, Paraprofessional.
 - 13. Adrienne Weldon, Paraprofessional – As-Needed – for the purpose of retirement.

D. The Board approved the recommendation to amend the contracts of the following individual(s) for the 2025-2026 school year.

1. Adena Partin; from Paraprofessional – As-Needed to Paraprofessional.

XII. Ohio Hi-Point Career Center update: Mr. Jeff Burroughs

XIII. Superintendent Discussion Items:

- A. The Superintendent discussed the relocation of the Life Transition Program to Harmony Hall and the Alternative School & Credit Recovery to the ESC building in Urbana. The benefits of these moves for each program, students and districts, was shared.
- B. The Superintendent discussed the increased use of the ESC's Employee Assistance Program through Matrix and the benefit this has for employees.

XIV. The meeting adjourned at 7:42

Next Meeting: May 26, 2026 at 6:00 p.m. at Mac-a-Cheek South in London
June 29, 2026 at 6:00 p.m. at the ESC Board Office in Urbana
July 27, 2026 at 6:00 p.m. at Mac-a-Cheek South in London

Madison Champaign ESC Policy & Administrative Guidelines Update
March 2026

Policy/ AG Number	Title	Rationale for Adoption
3440 4440	Job-Related Expenses (Revised)	This policy is being revised to reflect the Ohio Ethics Commission determination. This policy will permit the accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the Center. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.
6320	Purchasing and Bidding (Revised)	This policy has been revised to reflect the expansion in O.R.C. 3313.46 to trigger the bidding process when the board "determines to build, repair, enlarge, improve, or demolish any building or other property, the cost of which will exceed 77250.00," the threshold amount specified in O.R.C. 9.17. The language was changed in HB 96 to expand bidding requirements to real property improvements on school grounds, rather than those that occur to school buildings.
6325	Procurement - Federal Grants/Funds (Revised)	This policy is revised to reflect revised threshold amounts for micro-purchases (not to exceed \$15,000), small purchases (not to exceed \$350,000), and price analysis requirement threshold (\$350,000 effective October 1, 2025). Revisions to this policy should be adopted in order to be consistent with Federal regulations.

6460	Vendor Relations (Revised)	This policy is revised to reflect Ohio Ethics Commission determination. Employee accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the Center. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.
6425	Use of Center Tax Exempt Certificate (NEW)	This new policy is in response to the Auditor of State (AOS) Bulletin 2025-013 regarding reimbursement of Sales Tax by the Center. This policy, if selected, allows for reimbursement of officials/employees who have made lawful expenditures on behalf of the Center using their own personal credit card or funds. The policy imposes appropriate controls and limits access to the Center's tax-exempt certificate.
6465	Affinity, Rewards, or Other Discount Programs (NEW)	This policy is revised to reflect Ohio Ethics Commission determination. Employee accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the Center. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.
7540.09	Artificial Intelligence (AI) (Replacement)	This replacement policy includes the language from the Ohio Department of Education and Workforce Model Policy, a requirement of H.B. 96. H.B. 96 requires the Department to develop a model policy on the use of artificial intelligence in schools by December 31, 2025,

		addressing appropriate use of artificial intelligence by students and staff for educational purposes. By July 1, 2026, each school district, community school, and STEM school must adopt an artificial intelligence policy. Districts and schools may choose to adopt the model policy created by the Department. Related policies (Policy 5500 - Student Code of Conduct, Policy 7540.03 Student Acceptable Use, and Policy 7540.04 Staff Acceptable Use) have been reviewed for compliance and consistency and do not appear to need any further revision at this time.
8500	Food Service (Revised)	This policy is being revised to reflect changes to Ohio law. No cultivated-protein food products or food misbranded as a meat or egg product may be purchased by the Board. The Board may purchase vegetarian/vegan food products as long as they are correctly labeled.
AG 8650	Transportation by Alternative Vehicles	This AG has been revised to reflect revisions made to Policy 8650 in compliance with H.B. 96, released in October 2025. These revisions include the use of alternative vehicles and driver qualifications.

