

Held January 6, 2022 at 8:30 a.m.

The meeting opened with the Pledge of Allegiance followed by a moment of silence. Opening

The organizational meeting of the Fairfield County Educational Service Center Governing Board was held at 8:30 a.m. on January 6, 2022, with the following members answering present to roll call: Ms. Darling Cyphert, Ms. Owens, Ms. Parker, and Mr. Stemen. Roll Call

**REORGANIZATION ITEMS:**

Newly elected board members H. Lewis Stemen and Jean Marie Parker are administered the oath of office. Oath of Office

Newly elected board member Anne Darling Cyphert was administered the oath of office on December 21, 2021

*Ms. Owens nominated Mr. Stemen for president, Ms. Parker seconded the nomination.* Elect President  
 A motion was made by Ms. Owens, seconded by Ms. Parker, to close the nominations for president and to name Mr. Stemen president.

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.  
 Motion Carried.

*Mr. Stemen nominated Ms. Owens for vice president, Ms. Parker seconded the nomination.* Elect Vice President  
 A motion was made by Mr. Stemen, seconded by Ms. Parker, to close the nominations for vice president and to name Ms. Owens vice president.

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.  
 Motion Carried.

*Mr. Stemen, president and Ms. Owens, vice president were administered the officer's oath of office.* Administer Oath of Office

*The newly elected president, Mr. Stemen, assumed the chair.*

A motion was made by Ms. Darling Cyphert, seconded by Ms. Owens, to establish the dates and times of the Fairfield County Educational Service Center Governing Board meetings as the fourth Tuesday of each month at 8:30 a.m., except for the November meeting, which will be held on the third Tuesday, and December meeting, which will be held on the second Tuesday, further, to meet in the ESC Governing Board Conference room at 955 Liberty Drive, Lancaster, Ohio. Establish 2022 Governing Board Meeting Dates

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.  
 Motion Carried.

A motion was made by Mr. Stemen, seconded by Ms. Owens, to grant the following authorizations for the 2022 calendar year: Superintendent and Treasurer's Authorizations

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Superintendent Authorizations:

Authorization to employ personnel essential to the operation of the Fairfield County Educational Service Center between governing board meetings, with such employees to be affirmed by the board at the next regularly scheduled meeting.

Authorization to accept resignations between governing board meetings.

Treasurer Authorizations:

Authorization to invest interim funds in compliance with Section 135, Ohio Revised Code.

Authorization to make fund to fund advances and advance returns, as well as transfers within the same fund throughout the year as needed.

Authorization to pay all bills with board approval at the next board meeting.

Authorization to appropriate funds as needs with board approval at the next board meeting.

Superintendent and Treasurer Authorizations:

Authorization to file applications for federal, state, and any other grants as available.

Authorization to enter into contracts for services as needed.

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.

Motion Carried.

**REGULAR ITEMS:**

*A motion was made by Ms. Darling Cyphert, seconded by Ms. Parker, to approve the following:*

- a.) Approve the agenda.

Approve Agenda

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.

Motion Carried.

**New Business:**

*A motion was made by Ms. Owens, seconded by Ms. Darling Cyphert, to approve the following:*

Appoint the Treasurer as the public records training designee for the Fairfield County Educational Service Center Governing Board.

Public Records Designee

Approve membership in the Ohio School Boards Association at a cost of \$3,455 for the 2022 calendar year.

OSBA Membership

Approve the following 2021-2022 Hourly As-Needed school year contracts. Based on timesheets received.

21-22 Hourly as-needed contract

**Effective January 3, 2022**

**Alana Huizenga**, Title I Tutor at Fairfield Christian Academy for Amanda-Clearcreek Local Schools, up to 99.50 hours at a rate of \$24.00 per hour

Held January 6, 2022 at 8:30 a.m.

**Alana Huizenga**, Title I Tutor at Fairfield Christian Academy for Fairfield Union Local Schools, up to 147.75 hours at a rate of \$24.00 per hour

Approve the following 2021-2022 school year contracts; based on Fairfield County Educational Service Center Governing Board Policy:

21-22 New School year Contracts

**Effective January 4, 2022**

**Traci Bakenhaster** - Pre-Apprentice Coordinator for the Area 20/21 Workforce Development – set salary \$11,700.

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.  
Motion Carried.

**Additional Items of Business as Needed:**

Board Members were read and signed the Code of Ethics.

Code of Ethics

**Additional Reports were given in relation to the following:**

Reports

1. Superintendent’s Report

- a. January is Board Appreciation Month, Dr. Ward thanked the board members for their service.
- b. OESCA Annual Brunch: Friend of the ESC Award given to Fairfield Medical Center photograph was shown to the board and acknowledged.
- c. Updated CDC Guidelines distributed and discussed.
- d. SWOT analysis distributed the community link, 2 districts left to schedule their meetings of further discussion.
- e. All County Boardsmanship is January 31<sup>st</sup>, presented by OSBA. Discussion on preferences on virtual (2 sessions), in-person, or hybrid.
- f. County Commissioners meeting to discuss lease extension; discussion on new office interior.

2. Eastland-Fairfield Career Center Report

- a. Will be given on January 25<sup>th</sup>.

3. Additional Reports as needed:

N/A

There being no further business, a motion was made by Ms. Darling Cyphert, seconded by Ms. Parker, and duly passed, the board adjourned at 9:33 a.m.

Adjourn

Vote: Ms. Darling Cyphert, yea; Ms. Owens, yea; Ms. Parker, yea; Mr. Stemen, yea.  
Motion Carried.

Minutes of Fairfield County Educational Service Center Governing Board

Organizational  
Meeting

Held January 6, 2022 at 8:30 a.m.

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President

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Treasurer