

The organizational meeting of the Putnam County Educational Service Center Governing Board was held on **January 10, 2022**, at 9:00 AM at the Putnam County Educational Service Center.

The meeting was called to order and Oath of Office was given to the new board members.

Roll call was completed and confirmed with board members they received a digital copy of the latest Ohio Ethics Laws.

Nominated Mr. Ruhe as President, and Mr. Goecke as Vice President.

The regular board meetings for 2022 be held on the second Monday of every month at 9:00 AM in the Putnam County Educational Service Center Board Room. Compensation was approved for a maximum of twenty (20) meetings per year at \$125.00 per meeting.

Moved to authorize the treasurer to pay bills coming due before board meeting dates and to amend appropriations as needed throughout the year in order to balance accounts.

Approved Mr. Goecke serve as legislative liaison to the Ohio School Boards Association, and Mrs. Schnipke as an alternate.

Approved the following standing authorizations for 2022:

Investment of Inactive Funds – authorize the treasurer to invest inactive and interim funds at the most productive interest rate.

Fund Transfer – permit Treasurer to advance money from one fund to another.

Appointment of Purchasing Agent – authorize the Superintendent to serve as the purchasing agent for the school district, with a limit of \$25,000 (*last year - \$25,000*)

Signature on Legal Documents -- Approve Jan Osborn as an authorized signer on behalf of the Putnam County Educational Service Center Governing Board for all legal documents.

Compliance with Civil Rights Act – said Board in the expenditure of Federal Funds continues to comply with the Civil Rights Act of 1965 and with all other appropriate State and Federal Statutes, standards, and regulations.

Participation in State or Federal Projects – authorization for the Superintendent and Treasurer, without further action by said Board, to apply on behalf of said district to participate in any Federal and State projects or programs for which approval by said Board is required.

Public Depository Authorizations for all financial institutions in Putnam County.

Professional Meetings and Conferences – authorize Superintendent to attend educational meetings and conferences and make necessary trips in connection with the Putnam County ESC, and authorize Superintendent to approve staff members' attendance at professional meetings and conferences for the calendar year.

Set Mileage Reimbursement Rate: \$.58.5 per mile. (ESC current rate .50, 2022 IRS rate .58.5)

Employ Personnel on Part-time as-needed Basis and accept resignations received prior to board meeting: authorize Superintendent to employ part-time, as needed personnel for the calendar year, and to accept resignations received prior to next board meeting.

Official Media: Designate the following as official newspapers for board news: Putnam County Sentinel, and The Putnam County Educational Service Center website.

Current BCI/FBI Rate Approval: BCI: \$37.00 per report and FBI: \$37.00 per report. Putnam County Schools: BCI: \$32.00 per report and FBI: \$32.00 per report.

Approved acknowledgment that the Board accepts the responsibility of serving as the Finance and Audit Committee.

Approved Dr. Jan Osborn and Ann Niese to serve as public records designees on the board's behalf for training.

Approved the following salary rates effect 1-1-2022.

Sub Teacher Rate: \$110.00/day – ESC payroll

Teacher Tutoring Rate: \$21.00/hour

Teacher Support Rate: \$16.92/hour

Sub. Teacher Aide Rate: \$14.00/hour

Licensed SLP and Licensed OT long term sub-rate: \$175/day

Summer Speech Therapist: \$26/hour

The regular meeting of the Putnam County Educational Service Center was held following the organizational meeting.

Approved the board agenda and any addendum(s) to the agenda as presented and to approve minutes from the previous meeting.

Approved the payment of bills and financial report as presented .

Dr. Jan Osborn, Superintendent, recognized the ESC Board Members for their years of service and support of public education.

Dr. Jan Osborn, Superintendent, presented the administrative report.

1. The month of January is designated in Ohio as School Board Appreciation Month. On behalf of our ESC staff and myself, we want to welcome our two newest ESC Board members, Mrs. Rita Schnipke and Mr. Frank Sukup, upon their selection to the ESC board. In the future, we are looking forward to their participation and guidance in the governance of our ESC. We want to thank all five of our ESC board members and the local school board members for their willingness to volunteer their time and talents to support our local students, families, and school staff. We thank you for your dedication and service to all!
2. The recent surge in local Covid-19 cases and other factors has significantly impacted our ESC staff. We continue to seek additional substitutes to work in our classrooms.
3. Since our last board meeting, we have received the resignations of two of our classroom aides. We thank them for their dedication and service on behalf of our ESC. We wish them best wishes as they start their new careers.
4. Our new parent mentor, Dolores Garcia, has started her training and is getting acclimated to her new role.
5. We were able to submit our additional ESSER Extended Learning Grant to the Ohio Department of Education before the December 22nd deadline. I want to thank and recognize Ann Niese, Melissa Basinger, and Gary Herman for their contributions to our Grant Application.
6. Ann Niese and Jan Osborn completed the 990 forms for the Putnam County Educational Foundation.
7. We are still evaluating the need for an additional aide and Intervention Specialist to help with our current student caseload.
8. Ann Niese and Dr. Osborn are still waiting for the final approval of our Emergency Connectivity funds so we can order the number of computer laptops and Chromebooks requested in our Federal ECF application.
9. Starting the week of January 10th, Melissa and Jan Osborn will begin their voluntary training to meet the requirements of training required in the recently passed Ohio law regarding dyslexia screening and support.
10. On December 27th met with one of the founders of Monark about their medical model for Applied Behavioral Analysis at the January 7 superintendents' meeting. The same individual was able to share their medical-based program.

Approved the addendum to the substitute teacher list for all local districts as presented.

Approved the ESC Non-Degree Temporary Substitute Teacher List for ESC classrooms only.

Approved to name "Anti-Harassment Compliance Officers" per policy #5517 as follows: elementary and secondary curriculum coordinators.

Approved the Title IX Team, Gary Herman and Melissa Basinger-Coordinators, Dr. Jan Osborn-Decision Maker, and Scott Scriven LLP-Investigator.

Approved upon receipt of the True Scripts Employee's Enrollment and Release form, the ESC Payroll Department will begin the Tier II Formulary post-tax deduction and monthly gross-up payment, as agreed to by the Putnam County School's Insurance Consortium (currently \$20.00), retroactive to 1/1/2022.

Approved the following employment and personnel actions:

- Accept the resignation of Linsey Wiechart, teacher aide, effective 12-21-21.
- Accept the resignation of Heather Utrup, teacher aide, effective 1-14-21.
- Approve six weeks of maternity leave for Katelyn Gerding, due in March.
- Approve eight weeks full and two weeks part-time maternity leave for Cassie Schroeder, due in March.
- Extra time funded from the EI ARPA Grant for the following:
 - Miranda Schnipke - 2 additional hours/month at her daily rate (HV position) through 6/30/23
 - Stephanie Schroeder - 2 additional hours/month at her daily rate through 6/30/23
 - Barb Duling - 2 additional hours/month at her daily rate through 6/30/23
 - Cassie Schroeder – 2 additional hours/month at her daily rate (HMG position) through 6/30/23
 - Marcie Osborn - 3 additional days 1/1/22-6/30/22, and 6 additional days 7/1/22-6/30/23 at her daily rate.
- Teacher Aides
 - Mary Brickner Wixey, step zero.
 - Heather Verhoff at Wixey, step zero

Reservations for the Apollo All Area Boards Dinner on Thursday, February 10th was discussed.

The ESC Board acknowledged Mike Klear, Office of Public Safety Director, and Joan Kline, Putnam County Health Department on their retirement in December. They both provided many years of service to our community and worked collaboratively on several programs over the years with the Putnam County ESC.

The next Putnam County ESC Board Meeting will be held on February 14th at 9:00 am at the Putnam County ESC.