

The organizational meeting of the Putnam County Educational Service Center Governing Board was held on January 13, 2025, at 9:00 AM at the Putnam County Educational Service Center.

The meeting was called to order.

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

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

The regular board meetings for 2025 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 the maximum board rate allowed by law.

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

Approved the following standing authorizations for 2025:

Authorization to Pay Bills-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.

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: \$.70 per mile. (ESC current rate .67, 2025 IRS rate .70)

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: \$40.00 per report and FBI: \$40.00 per report.
Putnam County Schools: BCI: \$35.00 per report and FBI: \$35.00 per report.
Waive the reading of Board Minutes: Waive the reading of the Board minutes at each meeting if the Board members receive a copy of the minutes in their board packets prior to the meeting.

Approved Mr. Ruhe and Mr. Goecke to serve on the Buildings and Grounds Committee.

Approved Mr. Sukup and Mrs. Schnipke to serve on the Finance Committee.

Approved Mrs. Erickson and Mr. Ruhe to serve on the Personnel committee.

Approved Superintendent, Treasurer, and Supt. Administrative Assistant to serve as public records designees on the board's behalf for training.

Approved the following salary rates effect 1-1-2025.

Sub Teacher Rate: \$125.00/day – ESC payroll

Teacher Tutoring Rate: \$21.00/hour

Teacher Support Rate: \$18.00/hour, Dedicated School Staffing

Sub. Teacher Aide Rate: Step 0 on ESC teacher aide pay scale

Licensed SLP and Licensed OT long term sub-rate: \$50/per hour

Summer Program Staff (Camp Instructors, Migrant Teachers, Speech Therapist, Project MORE teachers): \$33.06/hour

Adjourned the organizational meeting.

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.

Greg Bockrath from Bockrath and Associates participated in the discussion of a request for a potential easement of a building adjacent to the ESC property.

Approved the ESC Board approval of a building site location and utility easements. Full approval contingent on completion of satisfactory maintenance agreements for utilities and parking lot maintenance.

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

Approved the payment of bills and financial report as presented.

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

1. I want to congratulate our state senator, Rob McColley who was unanimously elected as our new Ohio Senate President and Representative Matt Huffman from Lima who was also elected unanimously as the new Speaker of the Ohio House of Representatives. We wish them well and we are looking forward to working with them during the next two years of the 136th Ohio General Assembly.
2. I also want to congratulate and welcome our two new county commissioners, Mr. Brad Brubaker and Mr. Tim Wehri. Both commissioners started their first term in office on January 6th.
3. Recent meetings completed that involved ESC staff are:
4. January 9th – Ohio School Council’s NwOhio Regional Advisory Board meeting
5. January 10th Annual membership meeting. Topics discussed included building and parking lot repair and updates.
6. Upcoming meetings include:
7. January 17th is Region One – ESC Superintendents Meeting at Bowling Green
8. January 17th is Schools of Ohio Risk Sharing Authority (SORSA)
9. Insurance meeting which will be held virtually.
10. January 28th is the Putnam County Schools Insurance Group monthly directors meeting
11. January 31st is the Putnam County (BAC) County Business-Education Partnership meeting which will be the guests of GROB in Bluffton.
12. February 6th is the Millstream School Board Update and Dinner.
13. February 14th is Putnam County All Schools Staff Development Day which will be hosted at Ottawa-Glandorf High School.
14. The Apollo Career Center is not hosting their All-Area Boards Dinner this year. Instead, there will be a Public Safety Training Center dedication on Thursday, March 20, 2025.
15. Future Board discussion items will include an update on a potential building to be built adjacent to the ESC and progress of the development on passage of a new Ohio biennium budget.

Approved the addendum to the substitute teacher list as presented.

Approved the ESC non-degree temporary substitute teacher list as presented.

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 the following employment and personnel actions:

Project MORE:

Mentors: Pat Brenneman, Jackson Schaffer, Marlene Griffith, Ashley Schroeder, Tegan Schroeder, Tina Williams, Michelle Weihrauch, Jessica Norway, Renee Wiswell, Melissa Stoddard, Jessi Pingle, Kim Trehan, and Emily Cress/DSS

Volunteers: Mike Borer, Dave Hochstetler

Approved the following updated policies per consultation with NEOLA Consultant.

0100	Revised	Definitions
0142.1	Revised	Oath
0151	Revised	Organizational Meeting
0152	Revised	Officers
0155	Revised	Committees
0163	Revised	Presiding Officer
0164	Revised	Notice of Meetings
0165	New	Board Meetings
0166	New	Agendas
0167.2	Renumbered	Executive Session
0167.7	Revised	Use of Personal Communication Devices
2265	New	Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology
4120.08	Revised	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
4121	Revised	Criminal History Record Check
5136	Revised	Personal Communication Devices
5136.1	Revised	Electronic Equipment
5500	Revised	Student Conduct
5780	Revised	Student Rights
6320	Revised	Purchases
6460	Revised	Vendor Relations
7530.02	Revised	Staff Use of Personal Communication Devices
7540.03	Revised	Student Technology Acceptable Use and Safety
7540.04	Revised	Staff Technology Acceptable Use and Safety
7540.09	New	Artificial Intelligence
8310	Revised	Public Record
9160	Revised	Public Attendance at School Events
1130	Revised	Federal
3113	Revised	Federal
4113	Revised	Federal
6110	Revised	Federal
6111	Revised	Federal
6112	Revised	Federal
6114	Revised	Federal
6325	Revised	Federal
6550	Revised	Federal
7310	Revised	Federal
7450	Revised	Federal

Presented information on Special Ed Coordinator.

The Board discussed other outside districts choosing new ESCs.

The Board discussed a school district changing affiliations to a different ESC in a neighboring county.

The Board discussed Maintenance job description.

Meeting adjourned at 10:45 am.

The next Putnam County ESC Board Meeting will be held on February 10th at 9:00 am at the Putnam County ESC.