

The following actions were taken by the Northwest Ohio Educational Service Center Governing Board at their regular meeting held April 29, 2020 via remote meeting.

The meeting was called to order at 6:00 p.m. by President Nona Rupp.

-A moment of silence was observed for staff members who recently passed away. ESC staff member Maureen Brooks (22 years as paraprofessional at Defiance HS, Defiance MS, and the Independence Education Center) and former ESC staff member Rhonda Bockover (15 years paraprofessional in Edon, West Unity, Defiance, and the Enrichment Center).

- Approved a resolution declaring an emergency, suspending board policy related to public participation at board meetings, and authorizing remote meetings

REPORTS:

- OSBA LEGISLATIVE LIAISON: Brian Baker provided a legislative update. HB 197 was passed recently, relieving some educational requirements in response to COVID-19 and Ohio school closures. Mr. Baker highlighted the passing of Resolution 748 (CARES Act), a bill which responds to the COVID-19 outbreak and its impact on the economy, public health, state and local governments, individuals, and businesses. The bill provides some resources for education to be dispersed by state education agencies.

- OSBA STUDENT ACHIEVEMENT LIAISON: Christine Smallman shared on the recent graduation ceremony guidance provided by ODE, which requires districts and local health departments to collaborate on plans. Dr. Smallman also shared a Facebook page devoted to high school seniors in Northeast Indiana and Northwest Ohio, providing support and encouragement to area students through an “adopt a senior” initiative

- CFO/TREASURER: Homer Hendricks reviewed processes related to next school year including district service agreements along with staff contracts and salary notifications. He discussed the work of the business office staff during the school closure. Mr. Hendricks also went over the annual audit and presented a potential change in reporting basis for the audit in future years.

- DIRECTOR OF SPECIAL EDUCATION: Jill Gilliland shared that the NWOESC hosted a PD with Ennis Britton for administrators and educators in our service area on Friday, April 17th, 10:00 -11:30 am (via zoom), “Providing Special Education Services During School Closure”. We are beginning to review staffing needs for next year, and considering how we can provide professional development, including CPI training, in the summer months. NWOESC team members continue to communicate via online meetings to plan for and deliver instructions to students.

- DIRECTOR OF CURRICULUM, INSTRUCTION, & PROFESSIONAL DEVELOPMENT: Kris Dobbelaere shared that the Curriculum team has been working with districts to support their work as well as facilitating Virtual Teacher Talks K-12. Virtual meetings have also been held with Guidance Counselors, Elementary, Middle School Principals, High School Principals and Curriculum Directors. Kris also shared that the Summer Honors Academy which was scheduled to be held in June has been cancelled. Work has continued to support districts in the Ohio Teacher Evaluation process due to the many changes that have occurred. Consultants have continued to offer on-line book studies and will continue to offer these in the summer months.

- DIRECTOR OF TECHNOLOGY: Chad Rex reported that the technology leaders network meetings for March and April have been conducted via web conference with the last of the year set for May 22nd. Mr.

Rex has facilitated two separate web conferences for technology leaders that were focused on specific topics, telephony products for remote work and student data & privacy. The latter topic meeting involved a national expert, Linnette Attai, who presented and responded to questions. Mr. Rex also coordinated an agreement with RingCentral to provide free accounts for 90 days and deployed telephone numbers to 37 staff members. This service provides staff the ability to send and receive phone calls via a web and mobile app. Personal phone numbers are protected. This service ends on June 26th. The NWOESC has also purchased 65 Zoom accounts through NWOCA and MCOECN's special purchasing agreement. Mr. Rex shared that he has had several training sessions with staff. Mr. Rex shared updates on a network project that is creating work and cost efficiencies. Corey has been diligently working to merge two servers together into a single server. Mr. Rex also highlighted that he has been working with Matt Gilroy, Executive Director at Fulton County Economic Development, and Mike Remer, NWOESC Career Coach to implement a Virtual Job Fair. This opportunity will be conducted weekly on Wednesday mornings and will connect employers with high school students.

Approved the following items under the consent agenda format:

•Minutes from the regular board meeting held March 25, 2020.

•**FINANCIAL TRANSACTIONS**

•**AGREEMENTS**

-NWOESC to provide to Napoleon Area City Schools, Tutor Services for the period of 11/14/19-6/15/20.

-NWOESC to provide to St. Augustine Catholic School, Speech Therapist Services for the period of 8/15/19-6/15/20.

-To approve Annual Service Agreements with the following districts for the 2020-21 school year per R.C. 3313.845:

- Archbold Area Local Schools
- Bryan City Schools
- Central Local Schools
- Edgerton Local Schools
- Evergreen Local Schools
- Hicksville Exempted Village Schools
- Holgate Local Schools
- Liberty Center Local Schools
- Millcreek-West Unity Local Schools
- North Central Local Schools
- Northeastern Local Schools
- Patrick Henry Local Schools
- Pettisville Local Schools
- Stryker Local Schools
- Swanton Local Schools
- Wauseon Exempted Village Schools

•**LEAVES**

FMLA and Disability

•**RETIREMENTS**

Lembach, Janet; Job Trainer, effective 6/30/2020

Wilhelm, Sandra; Paraprofessional, effective 5/30/2020

VonDeylen, Rhonda; Paraprofessional, effective 7/31/2020

•**RESIGNATIONS**

Gill, Scott; School Psychologist, effective 6/11/2020
Cares, Samantha; Intervention Specialist, effective 7/31/2020

•**EMPLOYMENT RECOMMENDATIONS**

CONTRACTS

Certified Limited

Name	Contract	Length
Coulter, Brianna	CERT-1 Yr	7/1/2020-6/30/2021
Kowal, Alexandra	CERT-1 Yr	8/1/2020-7/31/2021
Krieger, Olivia	CERT-1 Yr	8/1/2020-7/31/2021

- Approved the following administrative contracts and wage rate notices:

CONTRACTS

Certified Administrative

Name	Contract	Length
Clark, Joshua	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Dunham, Jody	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Gensler, Kallie	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Gilliland, Jill	CERT-ADM-3 Yr	8/1/2020-7/31/2023
Jimenez, Kathryn	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Kneeven, Jamie	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Kovar, Sally	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Luderman, Alison	CERT-ADM-3 Yr	8/1/2020-7/31/2023
Parrish, Stacey	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Ritter, Kristine	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Slattman, Troy	CERT-ADM-3 Yr	7/1/2020-6/30/2023
Soltis, Jessica	CERT-ADM-3 Yr	7/1/2020-6/30/2023

Certified Administrative Salary Notice

Name

Hastings, Steven
Hendricks, Homer
Kruse, Michelle
Lewis, Elizabeth
McCarthy, Chad
Rex, Chad
Salinas, Jose
Sanholtz, Brent
Weir, Kerri

Classified Administrative

Name	Contract	Length
Repp, Ashleigh	CLASS-ADM-1 Yr	7/1/2020-6/30/2021
Sears, Melissa	CLASS-ADM-3 Yr	7/1/2020-6/30/2023
Smith, Michelle	CLASS-ADM-2 Yr	7/1/2020-6/30/2022

Classified Administrative Salary

Notice

Name

Gutierrez, Maria

Schlusser, Linda

- Approved contingency plan for the 2019-2020 school year in the event school is closed for more than the hours permitted under board policy and state law.
- Approved resolution regarding school closure and employee evaluations during pandemic closure.
- Approved membership in the National School Boards Association for the period of 7/1/20-6/30/21.
- Approved motion to honor employees for Staff Appreciation Week May 4 – 8, 2020. The Superintendent, Administrative Team and Board of Education would like to publicly thank all NwOESC staff for their excellent work in providing quality services to our area schools and students and building valued partnerships throughout the NwOESC service area. Staff are especially deserving of recognition as they have displayed creativity and flexibility in their response to the public health pandemic COVID-19.
- Approved the IEC/Opportunity School calendar for 2020-21.

INFORMATION/DISCUSSION ITEMS:

- Review the following policy recommendations and updates:

Policy 1520	Employment of Administrators	revised
Policy 2464	Gifted Education and Identification	revised
Policy 3120	Employment of Professional Staff	revised
Policy 3120.04	Employment of Substitutes	revised
Policy 3120.05	Employment of Personnel in Summer School and Adult Education Programs	revised
Policy 4120	Employment of Classified Staff	revised
Policy 4124	Employment Contract	revised
Policy 4162	Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions	revised
Policy 6107	Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures	revised
Policy 6325	Procurement – Federal Grant/Funds	revised
Policy 8420.01	Pandemics and Other Medical Emergencies	new
- Calendar Year 2019 Financial Disclosure Statements due to Ohio Ethics Commission are due July 15, 2020 (extended due to COVID-19)

•SUPERINTENDENT’S REPORT: Superintendent Kerri Weir shared an update on filling the main office Building Maintenance Technician position due to the retirement of Stuart Schnitkey. Round 2 interviews will begin in early May. The Bryan City Superintendent Search is well underway, as the district contracted with NwOESC for administrative search services. Mrs. Weir has been facilitating virtual weekly networking meetings with area superintendents, as an opportunity for the group to discuss topics and issues of interest and learn from one another as the health crisis is navigated. Due to the health crisis, NwOESC is **postponing** some staff focused events, including Administrative Professionals Day lunch out and an End of year Celebration for staff. As we look ahead to the upcoming 2020-21 school year, planning continues for our many fall events with contingency planning being developed should delivery/format need to be altered. To date tentative plans include:

- > Bus and van driver training will take place on Monday, August 3, 2020 at the Archbold HS Auditorium from 8:00 – 12:00.
- > New Staff Orientation is set for Tuesday, August 4, 2020 to familiarize new staff with our mission, vision and departmental processes.

- The Administrators' Conference is set for Friday, August 7, 2020 with keynote speaker Jimmy Casas as well as other presenters including Ennis Britton, BASA, OAESA, OASSA, and OTESCA
- The Annual Fall Staff Meeting is set for Tuesday, August 11, 2020 with keynote speaker Melissa McClain from Akron Children's Hospital on Trauma-Informed Practices and Self-Care.

Mrs. Weir provided an update on NwOESC operations in light of COVID-19. Classroom and district-based staff continue to align their efforts in student instruction to those of our member districts. Special planning is taking place at the IEC, Opportunity School, and Migrant Office to ensure continuity of services to the fullest extent possible. The main office remains closed to the public as health and safety precautions are put in place in relation to background checks and general office processes and protocols. Departmental staff are working via remote and in office to ensure essential operations continue to advance.

•As all of the business of the evening was complete the meeting adjourned at 7:02 p.m. The next meeting is tentatively scheduled to take place on Wednesday, May 26, 2020 at 6:30 pm at the Northwest Ohio Educational Service Center, 205 Nolan Parkway, Archbold, OH (potentially a remote/virtual meeting).