

EDUCATIONAL SERVICE CENTER OF MEDINA COUNTY
Regular Meeting of May 23, 2022
124 W. Washington St, Medina, Ohio

CALL TO ORDER

President Weglewski called the meeting to order at 6:02 p.m.

ROLL CALL

The following members were present for the roll call: Dr. Clarke, Mr. Consiglio, Mr. Matson, and Mrs. Weglewski. Mr. Ravanelli joined the meeting at 6:15 p.m.

22-05-64 Motion by Dr. Clarke and seconded by Mr. Consiglio to approve the minutes of the April 25, 2022 regular board meeting as presented.

VOTE: Dr. Clarke, yes; Mr. Consiglio, yes; Mr. Matson, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

RECOGNITION OF VISITORS

PUBLIC PARTICIPATION

All meetings of the Board will be open to the public.

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at each meeting. Each person addressing the Board will give his/her name and address. If several people wish to speak, each person will be allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board.

TREASURER'S REPORT – Treasurer Gregory

- A. Receivables/Appropriations – May 2022
- B. Fund Statement – May 2022
- C. Reconciliation – May 2022
- D. Investment Review – May 2022
- E. List of Bills Paid – May 2022
- F. Next Governing Board Meeting – June 27, 2022 at 6:00 p.m. July meeting moved to July 18, 2022
Next board meeting will be held June 13, 2022 for special meeting for RFQ selection

SUPERINTENDENT'S REPORT

- A. Meetings Attended
- B. Homer B. Smith Teacher of Excellence
- C. Staff Recognition Dinner Feedback
- D. Top Scholar Dinner Feedback
- E. Building Update

BOARD MEMBERS' REPORTS

- A. Legislative Liaison – Mrs. Weglewski gave update on HB333 job description for guidance counselors. HB583 extends sub flex till June 20, 2024. PD training changes removed 338 million in appropriations. HB554 two year temporary licenses. Transportation update, ODE cut preservice program funding. Drivers with CDL can drive with temporary license then get full license at a later date.
- B. Student Achievement Liaison – Mr. Ravanelli – Top Scholar went very well, enjoyed the presentation and student speeches. Most rewarding moment as a member.
- C. Policy Committee – Mr. Matson and Mrs. Weglewski - Policy readings on the agenda.
- D. Business Advisory Council – Dr. Clarke – Council did not meet.

POLICY ITEMS

Staff Handbook Revisions & Policy GCJ-R first reading (Attachment A)

22-05-65 Motion by Dr. Clarke and seconded by Mr. Consiglio to approve the following policies:

- BHD - Board Member Compensation and Expenses (Attachment B)
- EEACC-R (Also JFCC-R) - Student Conduct on District Managed Transportation (Attachment C)
- GBK – Smoking on District Property by Staff Members (Version 1) (Attachment D)
- GCB-2 – Certified Staff Contracts and Compensation Plans (Administrators) (Attachment E)
- GCB-2-R – Certified Staff Contracts and Compensation Plans (Alternative Administrative License) (Attachment F)
- GDBE – Classified Staff Vacation and Holidays (Attachment G)

VOTE: Dr. Clarke, yes; Mr. Consiglio, yes; Mr. Matson, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

PERSONNEL ITEMS

Motion by Mr. Consiglio and seconded by Mr. Matson to approve resolution numbers 22-05-66, 22-05-67, 22-05-68, 22-05-69, 22-05-70, and 22-05-71

CONTINUING OLD BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS

22-05-66 Adoption of the substitute list addendum for the 2021-2022 school year. (Attachment H)

NEW BUSINESS AND SUPERINTENDENT'S RECOMMENDATIONS

22-05-67 Employ the following classified staff members for the 2021-2022 school year:

1. Tammy Holliday, LPN, at a pay rate of \$18.00 per hour, estimated 1267 hours (estimated 181 days, 7 hours per day, effective May 18, 2022.
2. Roger Nowell, Courier, at a pay rate of \$12.00 per hour, effective May 5, 2022.

22-05-68 Approve the following changes to employment/contract status for the 2021-2022 school year:

1. Theresa Farello, add Virtual Academy Counselor, estimated 25 hours, at a pay rate of \$60.72 per hour, effective May 10, 2022.

22-05-69 Approve the following resignations for the 2021-2022 school year:

1. Susan Cossel, Courier, effective May 2, 2022
2. Vicki Mennell, LPN, effective June 7, 2022
3. Wendy Miller, LPN, effective May 25, 2022
4. Gaylinn Pedro, Educational Aide Substitute, effective June 1, 2022
5. Stephanie Perlatti, Substitute RN, effective May 6, 2022
6. Jessica Salman, Substitute RN, effective May 9, 2022
7. Amanda Simmons, Teacher, effective July 31, 2022

22-05-70 Approve the following stipends for ASL and Safe Sitter Classes

1. Lisa Janus, 59 hours, at a pay rate of \$16.56 per hour and 24 hours, at a pay rate of \$8.25 per hour.
2. Sara Kinney, 16 hours, at a pay rate of \$18.32 per hour and 16 hours at a pay rate of \$9.16 per hour.
3. Sara Kinney, 10 hours at a pay rate of \$18.32 per hour and 16 hours at a pay rate of \$9.16 per hour.

4. Carrie Malinak, 11 hours, at a pay rate of \$22.00 per hour and 12 hours at a pay rate of \$11.00 per hour.
5. Deann Moore, 20.5 hours, at a pay rate of \$17.00 per hour and 12 hours at a pay rate of \$8.50 per hour.
6. Alyssa Nadji, 38.5 hours, at a pay rate of \$22.00 per hour and 24 hours at a pay rate of \$11.00 per hour.

22-05-71 Approve the following supplemental contracts, pending receipt of aide permit/favorable BCI/FBI

Summer Enrichment Program

1. Christina Baker, Behavior Specialist, estimates 8 hours per day, up to 240 hours, at a pay rate of \$37.17 per hour.
2. Megan Brooks, Intervention Specialist, estimated 5 hours per day, up to 150 hours, at a pay rate of \$30.00 per hour.
3. Jessica Ehrman, Behavior Technician, estimated 5 hours per day, up to 130 hours, at a pay rate of \$20.00 per hour.
4. Alyssa Ewers, Educational Aide, estimated 5 hours per day, up to 130 hours, at a pay rate of \$13.50 per hour.
5. Kari Gaebelein, Behavior Technician, estimate 5 hours per day, up to 130 hours, at a pay rate of \$25.00 per hour.
6. Kayla Hale, Intervention Specialist, estimated 5 hours per day, up to 150 hours, at a pay rate of \$30.00 per hour.
7. Brianna Martinez, Behavior Technician, estimated 5 hour per day, up to 130 hours, at a pay rate of \$25.00 per hour.
8. Laura Rohrbaugh, Educational Aide, estimated 5 hours per day, up to 130 hours, at a pay rate of \$14.25 per hour.
9. Amy Sullivan, Educational Aide, estimated 5 hours per day, up to 130 hours, at a pay rate of \$18.62 per hour.
10. Chelsey Szabo, Educational Aide, estimated 5 hours per day, up to 130 hours, at a pay rate of \$12.00 per hour.

VOTE: Mr. Consiglio, yes; Mr. Matson, yes; Dr. Clarke, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

22-05-72 Motion by Mr. Matson and seconded by Mr. Consiglio to approve the personnel contracts as provided for the 2022-2023 school year. (Attachment I)

VOTE: Mr. Matson, yes; Mr. Consiglio, yes; Dr. Clarke, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

22-05-73 Motion by Dr. Clarke and seconded by Mrs. Weglewski to approve staff salary recommendations as provided for the 2022-2023 school year. (Attachment J)

VOTE: Dr. Clarke, yes; Mrs. Weglewski, yes; Mr. Consiglio, yes; Mr. Matson, yes; Mr. Ravanelli, yes.

22-05-74 Motion by Dr. Clarke and seconded by Mrs. Weglewski to approve salary increase of 3% for Superintendent and Treasurer for 2022-2023 school year.

VOTE: Dr. Clarke, yes; Mrs. Weglewski, yes; Mr. Consiglio, yes; Mr. Matson, yes; Mr. Ravanelli, yes.

22-05-75 Motion by Mrs. Weglewski and seconded by Mr. Matson to approve the 5-year contract renewal for Superintendent Robert Hlasko as provided. (Attachment K)

VOTE: Mrs. Weglewski, yes; Mr. Matson, yes; Dr. Clarke, yes; Mr. Matson, yes; Mr. Ravanelli, yes.

ACTION ITEMS

22-05-76 Motion by Mr. Consiglio and seconded by Mr. Ravanelli to approve the revision to the 2021-2022 and 2022-2023 school year calendars for the ESC office – June 19 for 11 and 12 month employees. (Attachment L and M)

VOTE: Mr. Consiglio, yes; Mr. Ravanelli, yes; Dr. Clarke, yes; Mr. Matson, yes; Mrs. Weglewski, yes.

22-05-77 Motion by Mr. Consiglio and seconded by Mr. Matson to approve an additional \$15.00 for Alternative School gift card purchase order so he can purchase one more gift card for a graduating student.

VOTE: Mr. Consiglio, yes; Mr. Matson, yes; Dr. Clarke, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

22-05-78 Motion by Mr. Matson and seconded by Mr. Consiglio to approve the request for leave for Shannon Pardue (Rehberger) beginning approximately July 8 through October 1, 2022.

VOTE: Mr. Matson, yes; Mr. Consiglio, yes; Dr. Clarke, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

22-05-79 Motion by Mr. Matson and seconded by Mrs. Weglewski to accept the following donations for the Visual Art Festival:

- | | |
|---------------------------------|---------|
| 1. Dennis and Christine Hanwell | \$50.00 |
| 2. Brenda Zacharias | \$50.00 |

VOTE: Mr. Matson, yes; Mrs. Weglewski, yes; Dr. Clarke, yes; Mr. Matson, yes; Mr. Ravanelli, yes.

22-05-80 Motion by Mr. Ravanelli and seconded by Mr. Consiglio to approve purchase and distribution of gift cards for the 2022 Visual Art Festival as provided.

VOTE: Mr. Ravanelli, yes; Mr. Consiglio, yes; Dr. Clarke, yes; Mr. Matson, yes; Mrs. Weglewski, yes.

22-05-81 Motion by Dr. Clarke and seconded by Mr. Consiglio to approve the following 2022-2023 Service Agreements (ORC 3313.843 and 3313.845)

- | | |
|----------------------------------|--|
| 1. Buckeye Local Schools | Master Service Agreement (Attachment N) |
| 2. Cloverleaf Local Schools | Master Service Agreement (Attachment O) |
| 3. Medina County Career Center | Master Service Agreement (Attachment P) |
| 4. Loudonville-Perrysville Local | Behavior Services (Attachment Q) |
| 5. MCJDC | Courier Services (Attachment R) |
| 6. Nordonia Hills City Schools | Behavior Services (Attachment S) |
| 7. Stow-Munroe Fall City Schools | Behavior Services (Attachment T) |
| 8. Wellington Exempted Village | ELL and Behavior Services (Attachment U) |
| 9. St. Francis Xavier | Fine Arts (Attachment V) |

VOTE: Dr. Clarke, yes; Mr. Consiglio, yes; Mr. Matson, yes; Mr. Ravenilli, yes; Mrs. Weglewski, yes.

22-05-82 Motion by Mr. Consiglio and seconded by Mr. Matson to approve the following 2021-2022 Service Agreements (ORC 3313.843 and ORC 3313.845)

- | | |
|--------------------------------|----------------------------------|
| 1. Brunswick City Schools | RISE Academy (Attachment W) |
| 2. Stow_Monroe Falls | Behavior Services (Attachment X) |
| 3. Mogadore Band Boosters | Nursing Services (Attachment Y) |
| 4. Wellington Exempted Village | RISE Academy (Attachment Z) |

VOTE: Mr. Consiglio, yes; Mr. Matson, yes; Dr. Clarke, yes; Mr. Ravanelli, yes; Mrs. Weglewski, yes.

22-05-83 Motion by Mr. Matson and seconded by Mr. Consiglio to approve the Lease Agreement between Medina County Board of Developmental Disabilities and the ESC of Medina County for six weeks, commencing on June 20, 2022 and ending July 28, 2022. (Attachment AA)

VOTE: Mr. Matson; yes, Mr. Consiglio; yes, Dr. Clarke; yes, Mr. Ravanelli; yes, Mrs. Weglewski; yes.

22-05-84 Motion by Mrs. Weglewski and seconded by Mr. Consiglio to approve the Contract Agreement between ABC Therapy, LTD and the ESC of Medina County for 3 months, commencing on May 2, 2022 and ending on July 29, 2022. (Attachment BB)

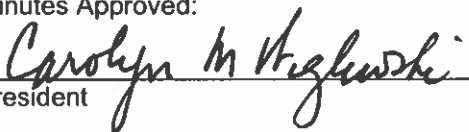
VOTE: Mrs. Weglewski; yes, Mr. Consiglio; yes, Dr. Clarke; yes, Mr. Matson; yes, Mr. Ravanelli; ye

ADJOURNMENT

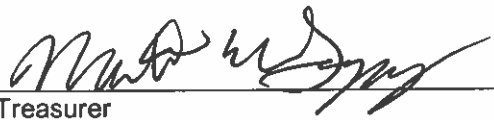
Motion by Dr. Clarke and seconded by Mr. Matson to adjourn the meeting at 7:11 p.m.

VOTE: Dr. Clarke, yes; Mr. Matson, yes; Mr. Consiglio, yes; Mr. Ravanelli, yes, Mrs. Weglewski, yes.

Minutes Approved:



President



Treasurer



Handbook

ESC of Medina County

2022-2023

Attachment A

Employee Handbook
Employment Policies and Procedures

Mission

The Educational Service Center of Medina County will be a leader in fostering positive partnerships within our community by providing services and support that promote excellence in education.



Vision

The Educational Service Center of Medina County will be an indispensable and efficient member of our education community by continuing to inspire excellence in education.



Beliefs and Values

- We believe that all partnerships should be based on respect, integrity, and honesty.
- We believe that all human beings are unique and have value.
- We believe that quality education is essential.
- We believe that services should be based on current and projected needs.
- We believe that education is a partnership between family, educators, and the community.
- We believe change impacts our organization.
- We believe that the educational process is global.

2022/2023



Educational Service Center
of Medina County
Payroll Calendar

Period Covered	Approver Deadline	Pay Date
June 11 - June 25	6/27/2022	7/8/2022
June 26 - July 10	7/11/2022	7/25/2022
July 11 - July 25	7/26/2022	8/10/2022
July 26 - August 10	8/11/2022	8/25/2022
August 11 - August 25	8/26/2022	9/9/2022
August 26 - September 10	9/12/2022	9/23/2022
September 11 - September 25	9/26/2022	10/7/2022
September 26 - October 10	10/10/2022	10/25/2022
October 11 - October 25	10/26/2022	11/10/2022
October 26 - November 10	11/11/2022	11/25/2022
November 11 - November 25	11/28/2022	12/9/2022
November 26 - December 10	12/12/2022	12/23/2022
December 11 - December 25	12/27/2022	1/10/2023
December 26 - January 10	1/11/2023	1/25/2023
January 11 - January 25	1/26/2023	2/10/2023
January 26 - February 10	2/13/2023	2/24/2023
February 11 - February 25	2/27/2023	3/10/2023
February 26 - March 10	3/13/2023	3/24/2023
March 11 - March 25	3/27/2023	4/10/2023
March 26 - April 10	4/11/2023	4/25/2023
April 11 - April 25	4/26/2023	5/10/2023
April 26 - May 10	5/11/2023	5/25/2023
May 11 - May 25	5/26/2023	6/9/2023
May 26 - June 10	6/12/2023	6/23/2023

Veritune Guidelines

Save every day

Submit - Do not do

Period Ending Dates - Be sure to **Save** through that ending date

Approver deadline is close of business
of date listed

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Main Office Contact Information

Address: Educational Service Center of Medina County
124 West Washington Street
Medina, Ohio 44256

Phone: 330.723.6393

Fax: 330.723.0573

Website: www.medina-esc.org

Equal Employment Opportunity

The Educational Service Center of Medina County provides equal opportunities for employment, retention and advancement of all personnel.

The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all persons regardless of race, color, national origin, citizenship status, religion, gender, economic status, age or disability.

Provided by the Educational Service Center of Medina County.
Approved by the Governing Board on May 18, 2015.
Updated May 23, 2022.

7. The use of cameras on personal cell phones during work time is prohibited to protect the privacy of the employer as well as of fellow employees. Unless a personal cell phone is being used for business purposes as described in number five above.
8. ESCMC employees must follow local telephone use guidelines when assigned to a district.

Social Media

In the rapidly-expanding world of electronic communication, social media can mean many things. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with ESCMC, as well as any other form of electronic communication.

The same principles and guidelines found in ESCMC policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of ESCMC may result in disciplinary action up to and including termination.

Transporting Students

The Educational Service Center complies with the rules governing the transporting of students. Other than emergency situations, any staff member that will be transporting students must obtain a valid van driver certification. Expenses associated with obtaining the certification will be paid by the ESCMC.

Intranet

Username: _____

Password: _____

Absence Management/Time & Attendance

Username: _____

Password: _____

Introductory Information

ESC of Medina County Governing Board

Carolyn Weglewski, President
Zach Ravanelli, Vice President
Dr. Diana Clarke, Member
Kevin Consiglio, Member
Dennis Matson, Member

Administration Contact Information

Dr. Robert Hlasko, Superintendent

330.723.6393, Ext. 158
rhlasko@medinaesc.org

Matthew Gregory, Treasurer

330.723.6393, Ext. 159
mgregory@medinaesc.org

Rachel Krauss, Director of Student Services

330.723.6393, Ext. 137
rkrauss@medinaesc.org

Denise Valerio, Director of Technology

330.723.6393, Ext. 126
dvalerio@medinaesc.org

Lori Hogue, Director of Nursing Services

330.723.6393, Ext. 118
lhogue@medinaesc.org

Cari Wiley, Director of Human Resources

330.723.6393, Ext. 140
cwiley@medinaesc.org

Tom Magier, Alternative School Director

330.723.6393, Ext. 220
tmagier@medinaesc.org

Jacinda Yonker, Director of Curriculum & Gifted Services

330.723.6393, Ext. 135
jyonker@medinaesc.org

April Johnson, Transportation Director

330.723.6393, Ext. 147
ajohnson@medinaesc.org

Purchasing Procedures

Staff members wishing to make a purchase using ESCMC funds must submit a request for approval to their Supervisor. The requisition must include the name of the vendor, the item with quantity and per unit price. The department supervisor will review the request and the budget account to be used and forward the request to the appropriate secretary to submit. The Superintendent and Treasurer will be the ultimate approvers of purchase orders, the secretary who initiated the purchase order will facilitate the order. No purchase shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

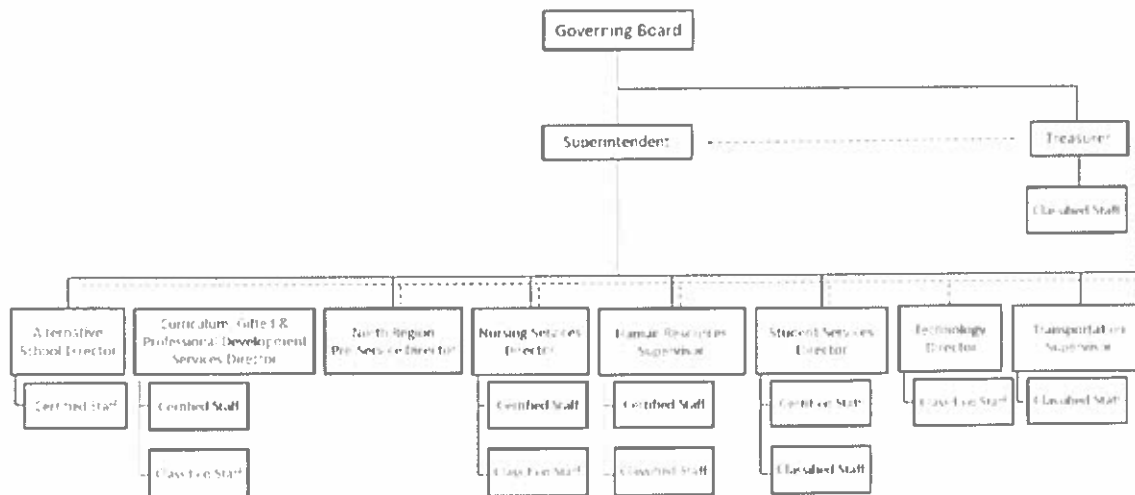
Records Retention/Disposal

All records are the property of the ESCMC and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the Educational Service Center Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.

Telephone/Cell Phone Use

1. Landlines are provided for official ESCMC use; however, in order to permit staff members to make necessary personal calls at a minimum inconvenience and loss of time, telephones may be used for personal calls. The staff members making such calls may be required to pay any long distance or toll charges. Employees should make personal cell phone calls during break or lunch times to the maximum extent possible.
2. Frequent or lengthy phone calls are not acceptable as they may adversely affect the employee's productivity and disturb others.
3. Employees are encouraged to use common sense when making or receiving personal phone calls at work. For example, employees should speak quietly and reserve personal or intimate details for non-work hours.
4. Phone use must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).
5. Personal cell phones generally should not be used for business-related purposes unless a business-provided phone is not available. Information contained on personal cell phones, may constitute public information and be discoverable, if a personal cell phone is used for business purposes.
6. Employees should turn off cell phone ringers or change ringers to "mute" or "vibrate" during training, conferences and the like; when meeting with clients or serving customers; and if an employee shares a workspace with others.

Educational Service Center of Medina County
Organizational Chart



[Adoption date: December 7, 1995]
 [Re-adoption date: October 28, 2002]
 [Re-adoption date: October 22, 2002]
 [Re-adoption date: March 23, 2009]
 [Re-adoption date: September 26, 2011]
 [Re-adoption date: September 15, 2014]
 [Re-adoption date: October 27, 2014]
 [Re-adoption date: May 23, 2022]

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 Educational Service Center of Medina County, Medina, Ohio

———— Direct Supervision
 - - - - - Coordination

Attending

Employees are encouraged to attend professional meetings at the discretion of the Superintendent. There shall be a predetermined financial limit set annually for each staff member to use in attending approved professional meetings. All professional meetings will be approved in advance using the appropriate form. The employee will receive copies of the approved request.

Expense Reimbursement

Reimbursable meeting expenses may include registration, meals, travel or mileage, room, parking fees and official telephone calls. Estimated expenses will be indicated on the appropriate form. The Treasurer will review the request indicating whether or not funds are available and assign a purchase order number. Within two weeks after the meeting, the employee should complete the "actual" expense portion of the form, initial it, attach all receipts and turn it in to the Treasurer's Office. Reimbursement shall be made only upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage. Final reimbursement must be approved by the Superintendent.

Meal reimbursement rates:

Breakfast - \$17.00
Lunch - \$19.00
Dinner - \$34.00
+15% maximum tip

Mileage Reimbursement

Staff members are reimbursed for mileage incurred in the ordinary course of performing their assigned jobs. An official mileage form is to be used for such reimbursements. The form may be turned into the Treasurers' office monthly or twice a year, once in December and, or once in May. Mileage forms are to be approved by the appropriate supervisor. (The mileage form can be found logging into the Intranet.) (Board Policy DLC-R.)

Written Communications

All Educational Service Center written communications (either electronic or hard copy) shall be written in a professional manner and proofread prior to dissemination. All ESCMC communications should be considered as public property and are subject to Ohio's Sunshine Laws.

Notices, advertisements, or written advertising on behalf of organizations not officially connected to the ESCMC shall not be distributed or displayed on ESCMC property without the permission of the Superintendent.

Public's Right to Know

The "public records" of this Educational Service Center shall mean any record that has been required by law to be kept by this Board or its officials, except records the release of which is prohibited by State or Federal law. The Board shall make the public records of this ESCMC available to the residents of this state for inspection and copying with the exception of those records exempted from such inspection and copying by law.

Districts Served

Black River Local Schools
Brunswick City Schools
Buckeye Local Schools
Cloverleaf Local Schools
Highland Local Schools
Medina City Schools
Wadsworth City Schools
Medina County Career Center
Medina County Board of Developmental Disabilities

Christopher Clark, Superintendent
Michael Mayell, Superintendent
Jeffrey Harrison, Superintendent
Dr. Daryl Kubilus Jr., Superintendent
Catherine Aukerman, Superintendent
Aaron Sable, Superintendent
Dr. Andrew Hill, Superintendent
Steven Chrisman, Superintendent
Stacey Maleckar, Superintendent

North Coast Shared Services Alliance Partners

Columbiana County ESC

East Central ESC

ESC of Northeast Ohio

Bay Village City Schools
Beachwood City Schools
Bedford City Schools
Berea City Schools
Brooklyn City Schools
Fairview Park City Schools
GALLA
Hawken Schools
Lakewood City Schools
Maple Heights City Schools
Mayfield City Schools
Orange Early Childhood Center
Orange City Schools
Parma City Schools
Rocky River City Schools
Shaker Heights City Schools
South Euclid Lyndhurst City Schools
St. Francis-Cleveland
Stepstone Academy
Warrensville Heights
Westlake City Schools

ESC of Lorain County

Avon Lake City Schools
Clearview Local Schools
Early Learning Center
Firelands City Schools
Lorain City Schools
North Ridgeville City Schools
Sheffield-Sheffield Lake City Schools
Vermilion Local Schools

Lake County

Riverside Local Schools
Wickliffe City Schools

Medina County

Black River Local Schools
Brunswick City Schools

Portage County

Crestwood Local Schools

Summit County

Barberton City Schools
Copley-Fairlawn City Schools

Contract Districts

Barberton City Schools
Clearview Local Schools
Copley-Fairlawn City Schools
Crestwood Local Schools
Keystone Local Schools
Mayfield City Schools
Mogadore Local Schools
Nardon Hills City Schools

North Royalton City Schools
Northside Christian Academy
Norton City Schools
Sacred Heart of Jesus Parish
Stow-Munroe Falls City Schools
Wellington Exempted Village
Woodridge Local Schools

Services Provided

- Alternative School
- Academic Curriculum
- Credit Recovery
- Summer School
- Enrichment Opportunities

Courier

Curriculum

- Online Academy
- ODE Program Trainings
- Curriculum Audits
- Curriculum Mapping

Fine Arts Festivals

- Medina Medical Building Student Artwork Displays
- Solo and Ensemble Festival
- Middle School "All-Star" Band
- Visual Arts Festival
- Fair Honors Ensembles

Gifted/Talented

- Arts Identification
- "Math 24" Competition
- Middle School Academic Challenge
- High School Academic Challenge
- HQPD
- Inkspot Publication
- Teaching

Nursing

- Licensed School Nurse Consultant
- License Practical Nurse (LPN), State Tested Nurses Aide (STNA), and Substitute Staffing
- CPR/First Aide American Heart Association (AHA)
- "Safe-Sitter" Babysitting

Human Resources/Substitute Services

- BCI/FBI Background Checks
- Job Posting/Pre-Employment Processing
- PDExpress Management
- Public School Works (PSW)
- Teacher Substitute List

- AESOP Management
- Licensure
- North Coast Shared Services Alliance (NCSSA)
- Safe and Engaged Substitute Training Class

Professional Development

- ED2go Online Classes for Teachers
- FORUM (Future Leaders)
- Crisis Prevention Intervention

Special Education

- RISE Academy
- School Psychology Services
- Board Certified Behavior Analyst (BCBA)
- Speech/Language Pathologist
- English Language Learning (ELL) Teachers
- Transition-to-Work Services
- Summer Enrichment Program
- Interpreters-American Sign Language (ASL)
- Autism Specialist
- Home Instructor
- Paraprofessionals
- Mental Health

Special Projects

- Spelling Bee
- Teacher of Excellence
- College and Career Fair

State Initiatives

Technology

- Technicians
- Teachers

Transportation and Pre-Service Training

- School Bus/Van Driver and In-service
- Pre-Service School Bus Driver Training Edulog-Computerized School Bus Routing Program
- Special Needs Transportation

Copyright

It is the policy of the Educational Service Center to conform to existing United States copyright laws and to maintain the highest ethical standards in the use of copyrighted materials for instructional purposes.

Credit Card Usage

For those employees who have approval for the usage of an ESCMC credit card authorized by the Superintendent and/or treasurer, the following guidelines must be adhered to:

- No personal expenses of any kind are authorized
- With prior approval by the treasurer, District employees may use bank credit cards for school-related purchases from a vendor who does not accept purchase orders or vouchers

Receipts and appropriate form (s) must be turned into the Treasurer's office within five business days upon completion of approved use. Failure to turn in receipts and appropriate form (s) to the Treasurer's office within five business days may result in the charges deemed unrelated or unsubstantiated. The user is responsible for any unsubstantiated or unrelated purchases. (Board Policies-DJH, DJH-E)

Donations/Gifts to the ESCMC

It is the policy of the Governing Board that staff members accept no gifts. If a staff member is awarded a gift at a professional meeting that gift is the property of the ESCMC. (Board Policy-KH)

Equipment and Office Supplies

Equipment and office supplies are not to be taken or used for personal use. Equipment is to be disposed of by Board Policy. (Board Policy-DID)

Mailings

All items to be mailed from ESCMC staff for the purpose of conducting ESCMC business shall be handled by the clerical staff assigned to mail handling.

Meetings

Scheduling

Room reservations and equipment should be made using the Google calendar.

Conducting

Employees that conduct meetings relevant to their assigned duties may provide refreshments for such meetings if funds have been appropriated for such expenditures.

All meetings conducted in the course of ESCMC business should be managed in a professional manner with documentation of the proceedings recorded when necessary.

Security and Integrity

The network should not be used in such a way that it disrupts the use of the network by others. All communications and information accessible via the network should be assumed to be property of the ESCMC. The employee in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use this system only under their account number issued by the ESCMC. Vandalism results in the cancellation of user privileges. Vandalism includes upload/download of any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Users shall not read other users' mail or files; they shall not mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail. Users shall report any security problem or misuse of the network to the technology director.

Right of Access

Anyone who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly-signed agreement form (this is done through sign-off in Public School Works, not on paper.) Staff members are asked to sign a new agreement each year after reviewing the policies and regulations of the ESCMC.

E-mail

All employees have access to an email account provided by the Educational Service Center. Email accounts should be used for purposes related to education or administration. Electronic mail sent or received by employees may be considered a public record subject to public disclosure or inspection under Ohio's Sunshine Law. Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.

Confidentiality

All employees are required to maintain the confidentiality of certain records in their care pertaining to staff and students.

Records that should be regarded as confidential include but are not limited to medical records; records pertaining to adoption, probation or parole proceedings; trial preparation records; confidential law enforcement investigatory records; social security number; and records of which the release is prohibited by State or Federal law.

Conflict of Interest

Employees of the Board shall not engage in, nor have a financial interest in, any activity which conflicts with their duties and responsibilities. Employees shall not engage in work of any type in which information concerning customer, client or employer originates from any information available to them through ESCMC sources. Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other school products to the schools served by the ESCMC. They will not furnish the names of students or parents to anyone selling these materials. In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Personnel Information

Attendance

The regular and prompt attendance of all staff members is an essential element of the efficient operation of the Educational Service Center. Absenteeism exacts a high cost in the depletion of ESCMC Resources and in the disruption of the educational program. Consequently, conscientious attendance is an important criterion of satisfactory job performance.

Absences

A staff member who fails to give prompt notice of his/her absences, misuses or falsifies the reason for use of sick leave, fails to verify his/her absences in accordance with board policy, is absent without authorization or is repeatedly tardy will be subject to disciplinary action.

All employees enter absences into the absence management system when an absence is necessary. Employees may also be required to communicate absences via phone or email to ESCMC or district supervisors. (Board Policies-GCBD, GCBD-R, GDBD, GBDB-R)

Punctuality

All staff members are expected to report to work at their regularly scheduled times. The administration understands that tardiness may occur for legitimate reasons but excessive tardiness is cause for concern and will be addressed disciplinarily.

Certification/Licensure/Permits

Positions requiring Ohio Department of Education licensure will be filled only with employees who possess the appropriate license or equivalent certification. Teachers and administrators must possess a valid ODE license to receive compensation for services rendered. No employee without a license of qualification will receive any compensation for duties performed.

All certificates/licenses officially "expire" on June 30 of the last year the certificate/license is valid. It is the responsibility of the employee to maintain appropriate licensure. Licensed employees who fail to provide the LPDC with transcripts or official documentation that they have met the requirements for renewal by June 30 will no longer be qualified to continue employment with the ESCMC and may be terminated for failing to meet an underlying condition of employment. (Further information on this topic can be found in the ESCMC LPDC Handbook by logging into the Intranet.)

All permits officially "expire" on June 30, of the last year the permit is valid. It is the responsibility of the employee to maintain appropriate permits. Paraprofessional employees who fail to provide documentation of renewal of an expiring permit by June 30, will no longer be qualified to continue employment with the ESCMC and may be terminated for failing to meet an underlying condition of employment.

Van Driver Certification

As required by ORC 3327.10, all ESCMC van drivers must be appropriately certified. Initial and continued certification is based on:

- An initial and semi-annual check of the employee's driving record as obtained through the ODE website. Drivers who exceed the parameters described in ORC will not be eligible for employment.
- BCII and FBI checks completed within the past 12 months for initial employment and completed within 12 months prior to re-certification, thereafter.
- An annual driver physical and completed T-8 Form
- Completion of a four (4) hour mandatory, Ohio Pre-Service Van Driver Training Course to receive an initial Ohio Pre-Service Van Driver Certificate good for six years.
- Two hours of approved professional in-service annually as required by OAC
- Pupil Transportation Operation and Safety Rules.

Compensation

All staff members will have their salary or hourly rate established in their initial contract. The board will review the salary recommendations made by the Superintendent on an annual basis and all staff members will receive written salary notices prior to July 31 of each year.

In determining and developing salaries, the Board will consider the responsibilities of the position, the qualifications needed, past experience of the individual and service credit.

Benefits

Health Insurance

Full-time Employees -

ESC and employee cost ratios based on full-time employment equaling > 30 hours per week or > 130 hours per month (both as measured annually). If the employee meets the above criteria they are eligible for the Regular Plan with the ESC paying 85% and the employee paying 15% of the plan cost.

Part-time Employees -

ESC and employee cost ratios based on part-time employment equaling < 30 hours per week or < 130 per month (both measured annually). If the employee meets the above criteria they are eligible for the Bronze Plan with the ESC paying 0% and the employee paying 100% of the plan cost.

If the hours for either classification are not immediately and clearly defined at the onset of employment the ESC may place the employee in a "measurement period" as defined by ACA regulations. It should also be noted that a mid-year change in employment/hours may result in a change to these benefits as defined above.

Substitute employees -

Any employee who has a contract to work on an as-needed basis, i.e., the number of days and hours per day are not explicitly stated in the contract.

Task-Related Information

Communication/Public Relations

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding ESCMC policies, finances, programs, personnel and operations. The Superintendent will develop guidelines to be observed in matters of taste, relevance, and the observation of individual privacy in the writing and photographing for these publications. The ESCMC currently uses:

- Twitter
- Facebook
- Local Newspapers
- Internet sources
- Local Cable TV

Public Complaints

It is the desire of the Board to rectify any misunderstandings between the public and the ESCMC by direct discussions of a informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed. Any requests, suggestions, complaints or grievances reaching the Board, Board members and the administration shall be referred to the Superintendent for consideration according to ESCMC procedure. Specific steps are covered in Board Policy-KL

Computer/Network Privacy and Use

Acceptable and Unacceptable Uses

All equipment issued by the ESCMC is to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of federal and state laws dealing with students' and employees' rights to privacy; including unauthorized disclosure, use and dissemination of personal information
2. Using profanity, obscenity, or other language which may be offensive to another user; or intended to harass or bully other users
3. Reposting (forwarding) personal communication without the author's prior consent
4. Accessing personal social networking websites for non-educational purposes
5. Copying commercial software and/or other material in violation of copyright law;
6. Using the network for financial gain, for commercial activity, or for any illegal activity
7. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
8. Accessing and/or viewing inappropriate material
9. Equipment provided by the ESCMC is issued for business use and should be used only by the employee to which it is issued. All software installed on an ESCMC owned device must be licensed to the ESCMC. Do not install software of any kind (including games, freeware, shareware or apps) on the device. If you need software/apps to assist you in your duties, please contact the technology director to discuss obtaining the appropriate licensing

Termination of Administrative Contracts

Administrative contracts may be terminated during the term of the contract in accordance with ORC 3319.16.

Resignation

An employee tendering a resignation should first discuss his/her intention with the appropriate supervisor. A formal letter of resignation must be submitted. Resignations should be timed to coincide with the completion of duties for a contract year. In accordance with Ohio law, teachers and licensed administrators may not resign after July 10 or during any school year. Resignation after July 10 or during the school year may result in the educator's license being suspended for up to one year. Classified/support/paraprofessional staff should file a notice at least 30 days in advance of the effective date of the resignation. Generally, such employees resigning to move to another employment will be released as soon as practically possible.

Retirement

Retiring employees should notify the Superintendent of their intent as early as possible.

Return of ESCMC Property

When employment has ended, the employee is required to return all ESCMC property entrusted to them. Failure to return property may result in the final pay being held or legal action taken. (Employees must participate in an exit interview process to assure that ESCMC property has been returned and that they have satisfied all requirements for separation from employment and receipt of final pay.)

Staff Participation in Political Activities

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity; however, the Board also recognizes that ESCMC property and time, shall not be used for political purposes.

The Board adopts the following guidelines for those staff members who intend to engage in political activities.

1. No employee shall engage in political activities upon property under the jurisdiction of the Board
2. Political circulars or petitions may not be posted or distributed in the ESCMC
3. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on ESCMC property
4. In connection with campaigning, no employee will use ESCMC time, moneys, facilities, equipment or supplies nor will the employee discuss the campaign with personnel during the working day

Board employees who hold an elective or appointive office are not entitled to time off from their school duties for reasons incident to such office, except as such time may qualify under the leave policies of the Board. Employees who absent themselves from assigned duties without permission may be deemed insubordinate and penalized accordingly.

Group Life Insurance

The Board provides life insurance for all employees whose contract calls for a minimum of 960 hours or 120 workdays per year.

Severance

Severance will be granted to employees employed by the ESCMC prior to January 1, 2006, as long as they present evidence of retirement from active service. Employees employed after January 1, 2006, must have been employed by the ESC of Medina County for five consecutive years and present evidence of retirement from active service in order to be granted severance pay. Payment will be made for one-fourth of unused sick leave days to a maximum of 60 days.

Contracts

Certificated Staff (Administrative)

Administrative staff includes those employees who are assigned to a position requiring ODE licensure as an administrator and any non-licensed employee whose job duties enable him/her to be considered as either a supervisor or a management level employee. The Governing Board will provide a written contract of employment with each administrator nominated for such by the Superintendent. The terms of the contract will not exceed three years, except in the case of administrators who have worked in the ESCMC for three years or more. Contracts for these administrators will not exceed five years.

Action by the Governing Board to re-employ administrators will take place anytime between January 1 and June 1 of the year in which the administrator's contract expires.

Certificated Staff (Teaching)

The Governing Board will enter into written contracts for the employment of all teachers. Contracts for such will be of two types: limited and continuing. Limited contracts will be for a term not to exceed five years. Continuing contracts will be awarded in compliance with Ohio Revised Code 3319.08. (Further information on this topic can be found in the ESCMC LPDC Handbook by logging into the Intranet.)

Classified Staff

The Governing Board will enter into written contracts for the regular employment of classified staff. Newly hired classified staff will receive a contract for no more than one year. If such employees are rehired, the subsequent contract will be for a period of two years (regardless of the length of the first contract). After a series of three (3) two-year contracts, the employee will be granted a continuing contract in accordance with ORC 3319.081.

As-Needed/Substitutes/ "Non-regular" Employees

Substitutes and employees whose jobs are funded on a year-to-year basis are not considered regular employees and, as such, will not follow the above described contract plans and will receive contracts no greater than one year in length. Substitutes and others employed on a casual or day-to-day basis will not receive annual notice of non-re-employment.

Criminal Records Checks

Ohio law requires that all individuals must have baseline Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal background checks at the time they apply for their first Ohio educator license, certificate or permit. Those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure or new employment.

If an individual then resides continuously in Ohio and maintains uninterrupted employment with an educational institution, he or she does not ever need to update the BCI background check, but must obtain an updated FBI check once every five years. ESCMC employees are required to complete the 5-year update of their FBI background checks prior to the beginning of the school year in which they expire. Failure to do so may result in disciplinary action up to and including termination.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, or if an individual obtains new employment, then both the BCI and the FBI background checks will need to be updated.

This applies to all individuals holding a state of Ohio educator license, certificate or permit.

FBI/BCI Reimbursement

FBI and BCI background checks will be reimbursed to employees based on their employment status and a minimum threshold of days worked with the ESCMC. The number of days will be tracked by the Treasurer's office and reimbursements will be paid to employees on a quarterly basis. The quarterly payment schedule is October, January, April, and July.

Regular Employees

- Initial Employment - FBI and BCI background checks will be reimbursed for the amount paid after an employee has worked 25 days.
- FBI Five-Year Renewal - FBI will be paid for by the ESC.

As-Needed/Substitute Employees

- Initial Employment - FBI and BCI background checks will be reimbursed for the amount paid after an employee has worked 25 days.
- Five-Year Renewal - FBI will be reimbursed for the amount paid after an employee has worked 25 days in the term following the renewal.

Deductions

The Treasurer shall make deductions from the employee's paycheck as required for Federal, State taxes and other deductions as elected by the employee and authorized by Board Policy. (Board Policy-DLB)

Dockage of Pay

The Board has authorized the Treasurer to withhold salary or wages for unapproved time off in accordance with Board policy by action of the Superintendent.

Payroll Procedures

Employment of all personnel, whether by the year, term, month, week, day or hours in contract, temporary or substitute form, must be approved by the Board. Overtime can only be paid to non-instructional employees when authorized by the Superintendent.

Pay Schedule

All regular staff members shall be paid in 24 pays. Pay is issued semi-monthly on the 10th or 25th of each month. If the 10th or the 25th is not a working day, payday will occur on the last working day before.

Time & Attendance

All ESCMC employees are to register their hours worked and other pertinent information into the Time & Attendance system. Failure to submit on a timely basis may result in the withholding of pay for that payroll period. (A link to Time & Attendance can be found by logging into the Intranet.)

End of Employment

Non-Renewal of Teachers on Limited Contracts

Any teacher employed on a limited contract, and not eligible to be considered for a continuing contract, must have received an evaluation done in compliance with ORC 3319.111 and must receive written notice on or before the first day of June of the Board's intent not to reemploy him/her. Such teacher is entitled to a written statement of the circumstances that led to the Board's intent to non-renew and a hearing before the board in accordance with the provisions of ORC 3319.11.

Termination of Teachers on Continuing Contracts

A continuing contract remains in effect until a teacher resigns, elects to retire, or until it is terminated or suspended. Termination procedures will be done in accordance with ORC 3319.16.

Termination of Support/Paraprofessional Staff

Support/paraprofessional contracts may be terminated for violation of written rules and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance. In addition to the right of the board of education to terminate the contract of an employee, the board may suspend an employee for a definite period of time or demote the employee for the reasons set forth in this division. Written notice of termination, suspension, or demotion must be delivered to an employee by certified mail. The employee may appeal the action with the court of common pleas, which may affirm, disaffirm, or modify the Board's action.

Non-Renewal of Administrative Contracts

Licensed/certified administrators will be deemed reemployed at the expiration of a current contract unless the Board has completed an evaluation process in accordance with ORC 3319.02 and gives written notice of its intention not to reemploy the administrator on or before the first day of June of the year in which the contract expires. Upon receipt of such notice, the administrator may request a meeting with the Board to discuss the Board's reasons for considering nonrenewal of the contract.

Compensatory Time

Due to salaried staff having to be on duty not only during the regular work day, but to include such additional time as is necessary to perform the duties and responsibilities of the position, the Educational Service Center allows for compensatory time to be accumulated. Compensatory time is kept track of from your Time & Attendance time-sheets. Compensatory time should be requested in advance using Absence Management. Compensatory time is not cumulative from one school year to the next. Time must be used during the school year in which it was earned. All compensatory time must be approved by the employee's direct supervisor or the ESCMC Superintendent.

Vacation

Vacation time will be granted to 12-month or 260-day employee as follows:

- A. Employment or educational experience for one year or more, 10 working days.
- B. Employment or educational experience for more than five years and up to 10 years, 15 working days.
- C. Employment or educational experience for more than 10 years, 20 working days.

Eligible employees are granted fifty-percent (50%) of their allotted vacation days at the outset of their contracted year, the remaining fifty-percent (50%) will be available to qualified employees on February 1. This is to say that eligible employees may access their allotted vacation days within the confines of this policy with the following exceptions:

1. Vacation time requests are not guaranteed. Vacation time requests may be denied at the discretion of the Superintendent if they substantially interfere with the normal operations of the ESC.
2. Vacation time requests of more than five (5) consecutive business days must be pre-approved by the Superintendent.
3. Employees may request to the Superintendent an advance of vacation days prior to February 1. The Superintendent will consider each request on a case-by-case basis. The Superintendent's determination shall be final and binding.

Eligible employees must apply for vacation to the Superintendent through Absence Management at least five working days in advance of the desired start date. Special consideration shall be given to emergencies.

Vacations are to be taken during the year in which they are earned with a maximum of only five (5) days being eligible to be carried over to the next year. Vacations will be granted only at the times of the year when they will not interfere with the normal operations of the ESCMC. Payment in lieu of vacation is prohibited except for termination of employment.

Paid Holidays

All employees on a 12-month or a 260-day contract will receive all Board approved holidays, but they must work or accrue wages the day before and the day after the holiday. Certified employees who are not on a 12-month contract or a 260-day contract will not receive paid holidays. Substitute employees do not receive paid holidays.

Dress Code

All staff members shall maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. All staff members are expected to present a professional, businesslike image to visitors, customers, and the public. Jeans, beachwear, and athletic wear are not to be worn except in accordance with the dress-down guidelines below. Directors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

If the Superintendent designates a dress-down day, staff members are expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, tight, revealing or otherwise workplace-inappropriate dress. Tee shirts and sweatshirts are not to be worn except on designated days and must display emblems and slogans related to the theme of the day, the ESCMC, or ESCMC client and contract districts. Exceptions will be made only with prior approval by a department supervisor or the Superintendent.

Employees assigned to a district must follow the dress code for that district with the ESCMC code set as a minimum.

Drug-Free Workplace

The ESCMC has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees and the public. Employees impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but to others. Therefore, to ensure a safe working environment, it is the policy of the ESCMC that the use of alcohol, other drugs, or controlled substances, or impairment from such use, during work hours, is prohibited. Likewise, it is the policy of the ESCMC that illegal possession, manufacturer, use, sale, or transfer of a controlled substance at the work site during work hours by its employees is prohibited. Violations of this policy will be cause for corrective and disciplinary actions up to and including termination.

Employee Assignments and Transfers

The Superintendent or designee shall assign the licensed and classified personnel to specific jobs and locations.

Unless specified by an employment contract, no employee is guaranteed a specific location or assignment. The nature of ESC-provided services requires flexibility and an acknowledgement that a service may be suspended or expanded by the client.

Employee Conduct and Behavior

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the Educational Service Center, but also presents a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The use of proper grammar in spoken and written form shows attention to detail and demonstrates critical thinking. Poor grammar will leave clients wondering if you represent the company well. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which will be required of all personnel.

1. Faithfulness and promptness in attendance at work
2. Support and enforcement of policies of the Board and regulations of the administration
3. Diligence in submitting required reports promptly a the times specified
4. Care and protection of ESCMC property
5. Concern and attention toward their own and ESCMC's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

Ethical Conduct

The Ohio Code of Professional Conduct for Educators (OCPCE) governs the actions of educators in Ohio. Failure to adhere to the OCPCE may affect one's licensure and/or eligibility to be employed as an educator in Ohio. The code is available in its entirety at <http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed>.

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity
5. Educators comply with state and federal laws related to maintaining confidential information
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs
7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain
8. Educators fulfill all of the terms and obligations in their employment contract

ESCMC employees are required to adhere to the OCPCE. Violation of the Code may result in disciplinary action at the State and/or local level up to and including termination and loss of license.

Employee Files

Personnel records are maintained on all ESCMC employees. The files are kept in compliance with Ohio Revised Code and, therefore, constitute a public record and are subject to the laws pertaining to public records. The Superintendent is responsible for the maintenance of the employee record system.

Employees may review their own personnel files by:

- Requesting access in writing
- Reviewing the file in the presence of the administrator designated by the Superintendent
- Signing a log attached to indicate the date and person (s) reviewing the file
- No material placed into a personnel file can be altered or removed during a record review

amount shown on their record slip less travel allowance.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job. Employees must submit, to their supervisor, a record from the county of the number of days served.

Military Service

Requests for military leave shall be made to the Board at least nine weeks in advance of impending military service except in emergency situations. For purposes of seniority and placement on the salary guide, years of service spent in the armed service of the United States or the auxiliaries thereof shall be counted as though teaching services had been performed during that time. Each employee must notify the Board of his/her intention to resume employment within 90 days of his/her release of discharge and shall present to the Board evidence of an honorable discharge or a discharge under honorable conditions. Employees shall make every effort to schedule their period of training when school is not in session. If the period of training occurs during a school session, the employee shall provide the Superintendent with the name of his/her supervisor in the reserves so that arrangements may be discussed to alter such service date.

Personal Leave

Personal leave with pay not to exceed three days may be used, if approved by the Superintendent, each contract year by full-time employees. Personal leave is not cumulative.

Personal leave days may be used for personal obligations that are necessary and compelling that involve business transactions or legal transactions which cannot be accomplished at any other time, subject to the following conditions. (For example: attending a child's school event)

1. Request shall be submitted through Absence Management.
2. Request shall be presented to the employee's direct supervisor and the Superintendent at least 5 days in advance, except in the event of an emergency.
3. Day (s) shall not be used preceding or following legal holidays, except by approval of the Superintendent. Day (s) shall not be used for vacation or recreation.
4. Number of persons granted personal leave for any one day will be limited to the demands of the ESCMC as determined by the Superintendent.
5. Scheduled daily assignments shall be adjusted by the employee and confirmed by the Superintendent or designee in advance of the day requested.
6. All full-time employees will receive three personal days. All part-time employees will receive the following number of personal days: 3 days X */1472 where * is the number of hours in the contract (The maximum number of days is 3).
7. Substitute employees are not entitled to personal days.
8. When a personal day is taken, employee will be paid for the same number of hours per day as specified in his/her contract.
9. If a partial personal day is taken, the number of personal days authorized will be converted to hours and tracked accordingly.
10. Employee must work or accrue wages the day before and the day after the personal day.
11. Unused personal days will be transitioned to the employee's "sick day" total at the end of each year.

Unless otherwise pre-approved by both the Superintendent, substitute employees do not qualify for calamity pay. In some cases the Superintendent may designate employees to work from home during this time. In these instances timesheets should accurately reflect time worked and calamity time.

Summer Hours

The Superintendent may annually revise the hours of operation of the ESCMC Central Office during the time from June - August to accommodate for a change in business patterns and demand. A change to the hours of operation shall be uniform for the summer months and communicated to staff and clients with sufficient notice.

Leaves

Leaves and absences granted to staff will be for the purposes of helping them maintain their physical health, taking care of family and other personal emergencies and discharging important and necessary obligations. All requests for long-term leaves of absence will be submitted by the Superintendent, together with his/her recommendations, to the Board for its action.

Unrequested Leave

The Board may place an employee on unrequested leave and may renew such leave upon its expiration. An employee may be assigned to unrequested leave due to physical or mental disability, or for engaging in conduct that could lead to a termination or a disciplinary suspension without pay.

Teachers who receive a composite evaluation rating of ineffective for two consecutive years may also be placed on unrequested leave. Employees may request hearings regarding such leave.

The Board may require a medical examination of an employee whenever, in its judgment, it is necessary to confirm the individual's ability to perform his/her job in a safe and effective manner. An employee placed on unrequested leave following such an examination will have the opportunity to meet with the superintendent to review the findings of the examination, the status of the unrequested leave, and the steps necessary for return to full employment. Failure to comply with the board's request for such an examination or with the plan for return to employment may result in disciplinary action up to and including termination.

Sick Leave

Employees using sick leave shall use the online Absence Management (formerly Aesop) program to enter their absences. If the absence exceeds three days, a doctor's statement may be requested. (A link to Absence Management can be found by logging into the Intranet.) (Board Policies-GCDB, GDBD)

Extended Leave

The Board shall provide for an unpaid leave of absence in accordance with the laws and policies of the Board for any employee of this ESCMC whose absence from duties due to illness or other circumstances not covered in sick leave will be required beyond the limits of his/her allotted sick leave.

Jury Duty

Employees who serve jury duty will not be penalized in any way for doing so. They will receive full pay if they endorse the check received from the court or pay the

Employees wishing to dispute the accuracy, relevance, timeliness, or completeness of information in the file may request the ESCMC administration to investigate the current status of the information. Within 90 days of receiving the request, the ESCMC administration will make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and shall notify the disputant of the results of the investigation and of the action that will be taken with respect to the disputed information. The ESCMC will delete any information that it cannot verify or that it finds to be inaccurate.

If the disputant is not satisfied with the determination of the ESCMC administration, the employee may provide a statement that he/she protests that the information is inaccurate, irrelevant, outdated, or incomplete. The employee may include a statement of his/her position on the disputed information.

The ESCMC will maintain a copy of the disputant's statement of the dispute and will include the statement provided by the employee in any subsequent transfer, report, or dissemination of the disputed information.

Health and Safety

The Educational Service Center will try to ensure the safety of employees during their working hours and assist them in the maintenance of good health. All employees are expected to observe commonly recognized practices that promote health and safety.

Emergency Medical Forms

Employees will be asked to complete an emergency form annually, to be kept on file in the Human Resources office. Please notify the Human Resources Department of any changes as they occur.

Accident/Exposure Reporting

In case of an injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Worker's Compensation Act of Ohio. Please contact the treasurer's office with questions.

PublicSchoolWORKS (PSW)

PublicSchoolWORKS is a web-based "risk management" system which provides required trainings about staff and student behavior, health, and safety compliance. PublicSchoolWORKS is the tool the ESCMC uses to assure employee compliance with trainings as required by the Ohio Department of Education (ODE), the Ohio Department of Health (ODH), and the Occupational Safety and Health Administration (OSHA).

The PSW trainings are required prior to approval for employment by the Governing Board. Additionally, some trainings must be repeated periodically during the term employment with the ESCMC. On occasion, a new training may also be added to the list of requirements.

Employees receive an email from "WORKS" with the word "Training" in the subject line. The email includes the course titles and due dates for the trainings. New employees, prior to being approved for employment, must submit initial PSW transcripts to Human Resources. After initial employment, completion of updates, refreshers, and new requirements is tracked electronically.

All of the required trainings are estimated by PSW to take approximately eight hours to complete. Individuals may be able to progress through the courses more quickly. Courses range from 10 to 80 minutes as an estimated completion time. Users can log in repeatedly to work on the trainings and are not required to complete them in one session. Upon receipt of a notification of a required training, employees have 30 days to complete it.

PSW trainings are an employment requirement for employees of the Educational Service Center of Medina County. The PSW system will send multiple reminders of training awaiting completion. Employees who do not complete required trainings may be subject to discipline up to and including nonrenewal or termination.

Evaluations

All full-time ESCMC employees will be evaluated on a yearly basis. The evaluation process and procedures will follow the Ohio State Law and ESCMC Governing Board Policies-AFC, GCN, AFD, and GDN

Harassment/Nondiscrimination

Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action up to and including termination.

Any employee or customer who believes that he or she has been a victim of harassment or discrimination should report the act to his or her immediate supervisor or the ESCMC Superintendent.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations, and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employee that deliberately violates this policy will be subjected to disciplinary action.

Sexual Harassment

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature. (Board Policies-ACAA, ACAA-R and ACAA-E)

Nondiscrimination on the Basis of Disability

Employees of the Educational Service Center will comply with the law and Board policy to ensure nondiscrimination on the basis of disability. (Board Policies-ACB, ACB-R and ACB-E)

Health Insurance Portability and Accountability (HIPPA)

The Board is committed to protecting the privacy and confidentiality of employee health care information. The Board fully supports and complies with all Federal and State statutes and rules regulating the use, maintenance, and disposition of healthcare records and information.

Work Hours

The Educational Service Center will regularly be open from 7:30 a.m. through 4:00 p.m., Monday through Friday each week.

Employees who are assigned to districts will follow the scheduled hours of that district. Employees working in the central Office of the ESCMC will start no earlier than 7:30 a.m. unless the Superintendent (or designee) assigns a different work day due to the requirements of the position.

The nature of the duties and responsibilities of administrators and supervisors who are on salary will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions. The work hours for all salaried employees will be established through their individual contract. The responsibilities of leadership include setting an example and expectations for all. Administrative staff members are to be on duty during the regular work day, but also to include such additional time as is necessary to perform the duties and responsibilities of the position after regular work hours or on weekends.

For all staff at the ESC Central Office the expectation is that in-person attendance is crucial to our customer-service oriented organization. Notwithstanding this expectation, there may be times when working from home is necessary due to weather, epidemic, or unique circumstances. ESC Central Office Staff must complete a "work from home" request form in order to seek approval for the specified date. Whenever possible, barring extreme circumstances, the request should be made at least 2 business days in advance.

Calamity Days

Employees who are assigned to districts will follow the directions of the district(s) in which they are assigned. Generally, an hourly employee must be regularly scheduled on the date of calamity in order to qualify for calamity pay. Unless otherwise pre-approved by both the ESC Superintendent and district of work, substitute employees do not qualify for calamity pay.

ESC Central Office employees will follow the directions of the ESC Superintendent (or designee) regarding calamity situations. Generally, an hourly employee must be regularly scheduled on the date of calamity in order to qualify for calamity pay.

LOCAL POLICY

GCJ-R - Time Schedules

(<https://www.medina-esc.org/Downloads/Section%20G--Personnel12.pdf>)

This policy is currently inconsistent with both the actual operations and another board approved document - employee handbook - which indicates the hours to be until 4:30pm. I am a firm believer in that if we have a policy we should follow it - if we are not following it we must either find out why or change it to be appropriate and accurate. In this case, I believe the policy to be outdated and reflective of a time when later appointments were necessary for the operation of the ESC. It is clear that our operations can function between the hours of 7:30 or 8:00am to 4:00 or 4:30pm. My recommendation to the Policy Committee is twofold - one, we could remove this policy and ensure that what time schedule we implement is reflected in the employee handbook (which is still a board-approved instrument)...or we can change both to reflect what I believe to be necessary operations of the ESC (7:30 - 4:00 with appointments available in Human Resources on two days a week until 4:30pm)

File: BHD

BOARD MEMBER COMPENSATION AND EXPENSES

As permitted by law, the Board votes prior to January 1 to set the rate of compensation for the newly elected or re-elected members of the Board. Compensation for Board members may not be changed during their terms of office. Changes in compensation for Board members must be made prior to the beginning of their respective terms.

Board members will receive the maximum amount permitted by law for up to 24 meetings.

Each Board member is permitted to request coverage for themselves and/or families in the ESC's group health, dental, life and vision insurance plans. This coverage is permissible only at the Board member's expense and must be announced at a regular meeting and recorded in the minutes. This does not constitute conflict of interest" in any contract.

Mileage Reimbursement

Board members will be reimbursed for all ESC Travel at the rate established for all ESC employees at the January Organizational meeting.

Board Service Fund

A Board "service fund" is established to pay expenses actually incurred by Board members or members-elect in their official duties. The sum set aside will not exceed the maximum amount permitted by law. This fund is used at the Board's discretion to provide for members' participation in workshops and conferences, for new Board member orientation and development, and for other expenses in connection with assigned duties as permitted by law, including those made for a public purpose as defined below.

Spending Guidelines: Definition of Public Purpose

The Board recognizes that expenditure of funds within the ESC must fall within the scope of serving a public purpose as defined by State law. It is the Board's determination that the following expenditures are a necessary part of the effective function of the extracurricular and cocurricular programs concerned, once reviewed and approved by the Superintendent.

1. awards
2. recognition and incentive items for employees and/or volunteers
3. prizes/awards/programs for students through student activity funds

The purpose of this policy is to permit the Superintendent, at the discretion of the Board, to honor its employees and nonemployees with plaques, pins, and other tokens of appreciation to include meals, refreshments, or other amenities which further the interest of the ESC.

The Board affirms that the expenses incurred as listed above do serve public purposes which include the promotion of education by encouraging staff morale as well as support for the ESC's educational program with citizens, members of the business community, advisory committee members, and associated school districts. Expenditures are subject to approval by the Superintendent.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a ESC official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the ESC.

[Adoption date: December 7, 1996]

[Re-adoption date: April 26, 2004]

[Re-adoption date: October 24, 2005]

[Re-adoption date: October 29, 2007]

[Re-adoption date: September 26, 2011]

LEGAL REFS.: Ohio Const. Art. II, Section
20 ORC 3311.19
3313.12
3315.15
5705.01; 5705.10

CROSS REFS.: BCA, Board Organizational Meeting
BHA, New Board Member Orientation
BHBA, Board Conferences, Conventions and Workshops
DLC, Expense Reimbursements
GBI, Staff Gifts and Solicitations

Student Conduct on District Managed Transportation

Student Conduct on District Managed Transportation

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting ~~not exhibit~~ behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat ~~and to expect reasonable conduct similar to conduct expected in a classroom~~);
5. go directly to their ~~reach~~ assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully ~~and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety~~;
7. keep the vehicle clean and free of trip hazards ~~sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons)~~;
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in their ~~his/her~~ home (damage to the school vehicle is strictly forbidden);
13. refrain from using nicotine products ~~not use~~ tobacco on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance

with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

***NOTE:** The coding indicates that the identical regulation also is filed in Section J, Students. It is advisable that regulations in the area of student transportation bear the Board's official stamp of approval.*

Management Resources: 2022 Issue 1 February Policy Development Quarterly

Adoption Date: **02.22**

Classification:

Revised Dates: ;

Section: Issue 3 of 2021 August PDQ (Revised)

Smoking on District Property by Staff Members (Version 1)

Smoking on District Property by Staff Members (Version 1)

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well. Smoking is defined by State law as inhaling, exhaling, burning, or carrying any lighted or heated tobacco product or plant product intended for inhalation in any manner or in any form. Smoking also includes the use of an electronic smoking device and vapor products.

Recognizing these health issues, the Board prohibits smoking as defined by State law in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

(Permissive language next paragraph only)

~~The Board also prohibits the use of electronic smoking devices and vaping in all District-owned, leased or contracted buildings and vehicles. These devices may only be used in any Board-designated legally compliant outdoor smoking areas.~~

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

LEGAL REFS:

Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
ORC 3794.01
ORC 3794.02
ORC 3794.04
ORC 3794.06
OAC 3301-35-02
OAC 3301-35-05

CROSS REFS.: JFCG, Tobacco Use by Students
KGC, Smoking on District Property

NOTE: ~~Electronic smoking devices and vaping have increased in popularity. While such devices are included as tobacco under Ohio's juvenile tobacco laws (under 21 years of age), these devices are not otherwise classified as tobacco and State and Federal law do not regulate their use. Districts that allow smoking in legally compliant areas and want to limit the use of electronic smoking devices and vaping to these areas should review the included permissive language. Districts choosing to do this may need to update postings to reflect the restrictions on the use of these devices.~~

House Bill 110 (2021) updated the definition of smoking for Ohio's smoke-free workplace laws to include electronic smoking devices and vapor products in the definition, thereby prohibiting their use in the same manner as cigarettes. Districts may need to update postings to reflect these changes.

THIS IS A REQUIRED POLICY

Cross References: JFCG - Tobacco Use By Students (Version 1)
KGC - No Tobacco Use on District Property (Version 2)

Legal References: Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20
ORC 3794.01
ORC 3794.02
ORC 3794.04
ORC 3794.06
OAC 3301-35-02
OAC 3301-35-05

Professional Staff Contracts and Compensation Plans (Administrators)

Professional Staff Contracts and Compensation Plans

(Administrators)

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent, principal or assistant principal or any other administrator-administrative specialist working in a central office or supervisory capacity, consistent with State law.

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.27
4117.01
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules

GCBB, Professional Staff Supplemental Contracts
GCBC, Professional Staff Fringe Benefits
GCBD, Professional Staff Leaves and Absences
GCBE, Professional Staff Vacations and Holidays

Cross References: GCBA - Professional Staff Salary Schedules
GCBB - Professional Staff Supplemental Contracts
GCBC - Professional Staff Fringe Benefits
GCBD - Professional Staff Leaves and Absences (Version 1)
GCBD - Professional Staff Leaves and Absences (Version 2)
GCBE - Professional Staff Vacations and Holidays

Legal References: ORC 3319.01
ORC 3319.02
ORC 3319.111
ORC 3319.12
ORC 3319.27
ORC 4117.01
OAC 3301-24-11
OAC 3301-24-12

Management Resources: 2022 Issue 1 February Policy Development Quarterly

Adoption Date: **02.22**
Classification:
Revised Dates: ;

Professional Staff Contracts and Compensation Plans (Alternative Administrative License)

Professional Staff Contracts and Compensation Plans

(Alternative Administrative License)(Administrators)

The Board may request that the Ohio Department of Education (ODE) issue an alternative administrative license valid for employing a principal, assistant principal, superintendent, or other administrative specialist working in a central office or supervisory capacity as specified by the Board.

ODE may issue a one-year alternative principal license (renewable two times), valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license (renewable one time) at the request of the District. The individual must:

1. be of good moral character;
2. submit to a BCI background check;
3. meet the following educational requirements:
 - A. have a bachelor's degree or master's degree (for principals, assistant principals and administrative specialists) and have a cumulative undergraduate with a grade-point average (GPA) of at least 3.0 on a 4.0 scale, or a cumulative graduate level GPA of at least 3.0 on a 4.0 scale if the individual holds a master's degree.
 - B. hold a master's degree (for superintendents) with a cumulative GPA grade-point average of at least 3.0 on a 4.0 scale, and
4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).

The District provides a mentoring program for alternatively licensed administrators compliant with State law.

ODE may issue a professional administrative license to an individual with an alternative principal license or alternative superintendent or alternative administrative specialist license in accordance with State law.

The District develops and implements a planned program for obtaining classroom-teaching experience for individuals issued an alternative principal license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. The District develops and implements a plan outlining observation or classroom instruction across grade levels and subject area for individuals issued an alternative administrative specialist or superintendent license without two years of teaching experience under a standard teaching license, a professional pupil services license, an alternative teaching license, or a permanent non-tax certificate. All such programs meet the requirements of State law. For non-educators issued an alternative administrative specialist or superintendent license, the District develops and implements a plan that outlines observation or classroom instruction across grade levels and subject areas.

NOTE: The State Board of Education (SBOE) adopted requirements for alternative licensure to ensure that qualified individuals have increasing opportunities to become school administrators through alternative routes. The law ensures that alternative routes are standards-based and high quality. Alternative administrative licenses eliminate temporary licenses.

Alternative administrator licenses are available to individuals for whom their employing district has a board resolution supporting their position.

The requirements for the alternative principal license are outlined in Ohio Administrative Code (OAC) 3301-24-11. OAC 3301-24-12 outlines the requirements for alternative superintendent or other administrative specialist licenses.

There are currently two pilot programs assisting alternatively licensed administrators gain licensure. They are operated through the Ohio Hamilton County Educational Service Center and Bowling Green State University.

House Bill 54 (15) created the Bright Now Leaders for Ohio Schools Program, which is meant to provide an alternative path for individuals to receive training and development in administration of primary and secondary education and leadership, enable these individuals to earn degrees and obtain licenses in public school administration, and promote placement of these individuals in public schools that have a poverty percentage greater than 50%.

ODE is required to issue alternative principal or administrator licenses to individuals who successfully complete the program and satisfy the requirements of the SBOE adopted rules. These rules must be developed by the SBOE in consultation with the board of directors of the program. The rules adopted under Ohio Revised Code Section 3319.27 must be used as a guide in the SBOE development of rules for this program.

Management Resources: 2022 Issue 1 February Policy Development Quarterly

Adoption Date: 02.22

Classification:

Revised Dates: ;

Support Staff Vacations and Holidays

Support Staff Vacations and Holidays

Vacations

Certain support staff personnel are eligible for vacation after the first full year of employment. Those employed for 11 or 12 months receive vacation with pay in compliance with State law or the negotiated agreement.

The Superintendent gives final approval of vacation schedules for the support staff. It is his/her responsibility to see that vacations are scheduled so that the least interference with the operation of the schools results.

Holidays

The following holidays have been established by law as paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If Independence Day, Christmas Day or New Year's Day falls on a Saturday, employees will not be required to work on the preceding Friday. When any of these days falls on a Sunday, employees are not required to work on the following Monday. Employees are eligible for paid holidays only if they accrue earnings the day before and the day after the holiday.

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Superintendent informs all employees of the specific holidays to which their particular job classification is entitled.

LEGAL REFS.:

- ORC 1.14
- ORC 3319.084
- ORC 3319.086
- ORC 3319.087

CONTRACT REF.: Support Staff Negotiated Agreement

CROSS REF.: GDB, Support Staff Contracts and Compensation Plans

Cross References: GDB - Support Staff Contracts and Compensation Plans

Legal References: ORC 1.14
ORC 3319.084
ORC 3319.086
ORC 3319.087
CONTRACT REF.: Support Staff Negotiated Agreement

Medina County Schools' ESC
124 W. Washington Street
Medina, OH 44256

Attachment H

Phone: 330-723-6393 Fax: 330-723-0573

Substitute/Tutor Listing - All Districts

Both

Kimberly Manningham-Ford

Change Notes: 5/6/2022 ESC Pre-Board Approved by Dr. Bob

Black River	Buckeye	Cloverleaf	Highland	Medina City	MCCC	Wadsworth City
☐	☐	☐	☒	☒	☒	☐
License Area		Subject Area			Grade	Expires
1 Year Substitute Multi-Age P		Education Degree - Unlimited			PK-12	6/30/2022

ESC of Medina County

Contract Recommendations

FY2023

Attachment I

Department	Name	Position	Contract Recommendation
Administrative	Magier, Thomas	Alt School Director	1
	Valerio, Denise	Technology Director-Part Time	1
Alternative School	Buhovecky, Judy	Alt School Instructor	1
	Cox, Gary	Alt School Grader	1
	Cox, Gary	Alt School Instructor	1
	Eleo, Michael	Alt School Instructor	1
	Lobuglio, Mary	VLA Course Grader	1
	Loomis, Jacquelynn	Alt School Instructor	1
	Magier, Brenda	Alt School Grader	1
	Magier, Thomas	VLA Course Grader	1
	Rogers, Bradway	Alt School Instructor	1
	Sooy, Keith	Alt School Instructor	1
	Sooy, Keith	VLA Course Grader	1
	Weddle, Judith	VLA Course Grader	1
Central Office	Zacharias, Brenda	Secretary-Sub-As Needed	1
Fine Arts	Haberkorn, Pamela	Fair Honors Ensembles	1
	Haberkorn, Pamela	Solo & Ensemble Assistant Coordinator	1
	King, Gregory	Solo & Ensemble Coordinator	1
	McClintock, Michael	Fair Honors Ensembles Coordinator	1
	Wise, Patricia	Medina Hospital Art Project Coordinator	1
	Wise, Patricia	Visual Arts Festival Coordinator	1
Gifted	Casal, Dixie	Gifted Intervention Specialist	1
	Fechko-Sheehan, Justine	Gifted Intervention Specialist	Continuing
	Schlegel, Rebecca	Gifted Intervention Specialist/Wads	2

MCCC	Will, Morgan	Teacher	1
	Williams, Becky	Gifted Coordinator	1
	Appleton, Stephanie	Educational Aide - MCCC	1
	Carey, Thomas Jr.	Educational Aide-Chef	1
	Forney, Rick	MCCC Testing Coordinator	1
	Herman Jr., William	Educational Aide	2
	Klebs, Gina	Tutor	2
	Moxley, Mary K	Testing Support-MCCC	1
	Peters, Victoria	Educational Aide-MCCC	2
	Thornburg, Stacy	Educational Aide-MCBDD	2
MISC Contracts	Farello, Theresa	School Counselor	1
	Gerspacher, Denise	College & Career Fair	1
	Moxley, Mary K	ParaPro Testing	1
	Moxley, Mary K	Special Projects Consultant	1
	Tomashefski, Kimberly	Online Ed2Go Grading	1
NCSSA	Galo, Judith	NCSSA Sub Orientation Checker	1
	Galo, Judith	NCSSA Sub Orientation Trainer	1
	Galo, Judith	Sub Teacher Trainer	1
	Gerspacher, Denise	NCSSA Sub Orientation Checker	1
	Gerspacher, Denise	NCSSA Sub Orientation Trainer	1
	Gerspacher, Denise	Sub Teacher Trainer	1
	Melvin, Mary Anne	NCSSA Sub Orientation Checker	1
	Melvin, Mary Anne	NCSSA Sub Orientation Trainer	1
	Melvin, Mary Anne	Sub Teacher Trainer	1
	Moxley, Mary K	NCSSA Sub Orientation Checker	1
	Moxley, Mary K	NCSSA Sub Orientation Trainer	1
	Moxley, Mary K	Sub Teacher Trainer	1
	Tomashefski, Kimberly	Sub Teacher Trainer	1
	Tomashefski, Kimberly	NCSSA Sub Orientation Trainer	1
	Tomashefski, Kimberly	NCSSA Sub Orientation Trainer	1
	Tomashefski, Kimberly	Sub Teacher Trainer	1
	Tomashefski, Kimberly	Sub Teacher Trainer	1
	Tomashefski, Kimberly	NCSSA Sub Orientation Trainer	1
	Tomashefski, Kimberly	NCSSA Sub Orientation Trainer (Safe & Engaged)	1

Nursing

Cottage, Melissa	LPN	2
Elkevizth, Nicole	LPN	2
Gruhn, Kelly	LPN	2
Highsmith, Alecia	Assistant to Dir of Nursing	2
Hood, Felisha	Health Aide	2
Hopek, Nicole	RN	2
Moore, Deann	LPN	Non Renewal
Osborne, Brittney	LPN	2
Popovich, Lisa	LPN	2
Rehbergar, Shannon	RN-1:1	2

Special Needs

Anderson, Laura	Behavior Technician	2
Baker, Christina	Autism/Behavioral Specialist	2
Cline, JoAnna	School Based Mental Health Liaison	1
Curtis, Paige	Educational Aide	1
Davis, Dorothy	Transition to Work Specialist	1
Dean, Kayla	Intervention Specialist	1
Delaney, Christina	Autism/Behavioral Specialist	2
Ehrman, Jessica	Behavior Technician	1
Fago, Felicia	Project Search Instructor	2
Gall, Lauren	Behavior Specialist	1
Hunkler, Jessica	Behavior Specialist	1
Hunkler, Jessica	Crisis Prevention Training	1
Kitzmler, Kristen	BCaBa/Autism/Behavior Specialist	2
Kopacz, Lynda	ELL Teacher	1
Krovich), Ashley	Behavior Specialist	2
Leon, Allison	Registered Behavior Technician	2
Lewis, Jennifer	ASL Interpreter	2
Lockhart, Kelly	School Psychologist	2
Madar, Kali	Behavior Technician	2
Martinez, Brianna	Behavior Technician	2
McDaniel, Molly	Behavior Technician	2

Technology	McWilliams, Susanne	ASL Interpreter	2
	Mollohan, Meghan	Behavior Technician	2
	Molten Horst, Lauren	Behavior Specialist	2
	Norton, Andrew	Paraprofessional	2
	Phelps, Amy	Paraprofessional	2
	Scott, Skylynn	Behavior Technician	2
	Secaur, Tracy	Behavior Specialist	1
	Shea, Amanda	Behavior Specialist	2
	Shevel, Cynthia	Home Instruction	1
	Shevel, Cynthia	Reading Specialist	1
	Stephanie Sanders	Behavior Specialist	1
	Szabo, Chelsey	Educational Aide-MCBDD	2
	Upole, Kristi	School Psychologist	1
	Wilbraham, Jessica	Teacher of the Deaf	2
	Fields, Justin	Technology-Medina	2
	Holloway, Gregory	Technology Technician	2
	Sawyer Jr., Thomas	System Manager-Highland	2
			Non Renewal
Transportation	Aramouni, Kathy	Van Driver	2
	Dimit, Gary	Van Driver	2
	Lang, Brenda	Van Driver	2
	Metzger Jr., George	Van Driver	1
	Roger Nowell	Courier	2
Virtual School House	Allen, Erich	Virtual Academy Teacher	1
	Banu, Oana	Intervention Specialist	1
	Best, Ashleigh	Virtual Academy Teacher	1
	Evans, Katharine	Virtual Academy Teacher	1
	Hall, Kelly	Virtual Academy Teacher	1
	Meyer, Jessica	Virtual Academy Teacher	1
	Potter, Jennifer	Teacher	1
	Pyles, Tiffanie	Virtual Academy Teacher	1

Webb, Mary
Wikle, Laurie

Teacher
Virtual Academy Teacher

1
1

ESC of Medina County
2022-23 Salary Recommendations
Robert Hlasko, Superintendent

Updated May 2022

GROUP	NAME	POSITION	CURRENT SALARY/RATE	% RAISE	2022-2023 SALARY/RATE	EST DAYS	EST HOURS
Admin	Griffith, Victoria	Admin Asst To Supt	\$25.24	3%	\$26.00	261	8
Admin	Hogue, Lori	Director Of Nursing Services	\$80,566.98	3%	\$82,983.99	200	8
Admin	Krauss, Rachel	Sp Needs Initiatives Director	\$92,239.92		\$97,500.00	261	8
Admin	Sullivan, James	Regional Pre-Service Bus Driver Instructor	\$66,500.00	3%	\$68,495.00	261	8
Admin	Valerio, Denise	Technology Director	\$34.73	3%	\$35.77	135	8
Admin	Yonker, Jacinda	Curriculum & Gifted Director	\$99,184.09	3%	\$102,159.61	261	8
Aide	Curtis, Paige	Educational Aide	\$12.00		\$15.25	179	6.5
Aide	Norton, Andrew	Educational Aide	\$12.00		\$15.25	179	6.5
Aide	Phelps, Amy	Educational Aide	\$13.25		\$15.25	179	6.5
Aide	Szabo, Chelsey	Educational Aide	\$12.00		\$15.25	179	6.5
Aide	Walter, Sharon	Educational Aide	\$15.39	3%	\$15.85	179	6.5
Aide	Ziegler, Susan	Educational Aide	\$13.08		\$15.25	179	6.5
Clerical	Blasco, Capri	Virtual Academy Parapro/Admin. Assistant	\$16.07	3%	\$16.55	200	8
Clerical	Gannon, Jennifer	Secretary-Special Needs	\$19.05	3%	\$19.62	261	8
Clerical	Sailer, Janelle	Secretary-Staff Development	\$21.54	3%	\$22.19	261	8
Clerical	West, Lisa	Secretary-Transportation	\$16.48	3%	\$16.97	261	8
Clerical	Zacharias, Brenda	Secretary - As needed	\$14.42	3%	\$14.85	N/A	N/A
Clerical	Zacharias, Keturah	Secretary	\$16.38	3%	\$16.87	228	4.5
Custodial	Smith, Eric	Custodian	\$11.32	3%	\$11.66	261	2
Fine Arts	Gerspacher, Denise	College & Career Fair	\$42.00	N/A		N/A	N/A
Fine Arts	Haberkorn, Pamela	Fair Honors Ensembles	\$1,050.00	N/A		N/A	N/A
Fine Arts	Haberkorn, Pamela	Solo & Ensemble Asst. Coordinator	\$950.00	N/A		N/A	N/A
Fine Arts	King, Gregory	Solo & Ensemble Coordinator	\$1,000.00	N/A		N/A	N/A
Fine Arts	McClintock, Michael	Fair Honors Coordinator	\$3,000.00	N/A		N/A	N/A
Fine Arts	Wise, Patricia	Medina Hospital Arts Project Coord	\$675.00	N/A		N/A	N/A
Fine Arts	Wise, Patricia	Visual Arts Festival Coordinator	\$675.00	N/A		N/A	N/A
Gifted	Will, Morgan	Teacher	\$36,000.00	3%	\$37,080.00	184	7.5
Gifted	Williams, Becky	Gifted Coordinator	\$45.63	3.00%	\$47.00	120	8
Highland	Sawyer Jr., Thomas	Systems Manager	\$28.85	3%	\$29.72	261	8
Highland	Holloway, Gregory	Technician	\$17.50		\$19.00	261	8
Highland	Maier, Christopher	Technician	\$19.19	3%	\$19.77	261	8
Northside Christian	Farello, Theresa	School Counselor	\$60.72	N/A	\$60.72		Technician
Nursing	Cottage, Melissa	LPN	\$15.30	3%	\$15.76	183	7.5
Nursing	Elkevitzh, Nicole	LPN	\$17.00	\$1.75	\$18.75		7.5
Nursing	Ferrell, Barbara	RN/Communicable Disease District Liaison	\$22.66	\$1.75	\$24.41	200	8
Nursing	Gruhn, Kelly	LPN	\$17.69	\$1.75	\$19.44		6
Nursing	Highsmith, Alecia	Assistant to the Director of Nursing	\$19.60	\$1.75	\$21.35	200	8
Nursing	Hood, Felisha	Health Aide	\$13.01	\$1.75	\$14.76	N/A	N/A

Nursing	Janus, Lisa	LPN	\$16.56	\$1.75	\$18.31			5.75
Nursing	Malinak, Carrie	RN	\$29.00	3%	\$29.87			7.5
Nursing	Maynard, Richard	LPN	\$18.58	\$1.75	\$20.33			5.5
Nursing	Mendel, Gina	RN	\$22.19	\$1.75	\$23.94			4.5
Nursing	Nenadal, Candice	LPN	\$18.58	\$1.75	\$20.33			5.5
Nursing	Osborne, Brittny	LPN	\$17.00	\$1.75	\$18.75			7.5
Nursing	Osiecki, Angela	RN	\$22.00	\$1.75	\$23.75			
Nursing	Piovarchy, Tara	RN	\$22.07	\$1.75	\$23.82			6.75
Nursing	Popovich, Lisa	LPN	\$17.00	\$1.75	\$18.75			6.5
Nursing	Rehberger, Shannon	RN 1:1	\$30.00	3%	\$30.90			5.5
Nursing	Sibits, Dawn	LPN	\$17.69	\$1.75	\$19.44			5.5
Nursing	Venere Christine	LPN	\$17.69	\$1.75	\$19.44			5.5
Nursing	Watson, Kathleen	1:1 RN - Chagrin Falls	\$30.90	3%	\$31.83			7
Projects	Galo, Judith	Sub Teacher Trainer	\$42.00	N/A		N/A	N/A	
Projects	Gerspacher, Denise	NCSSA Sub Orientation Trainer	\$42.00	N/A		N/A	N/A	
Projects	Gerspacher, Denise	Sub Teacher Trainer	\$42.00	N/A		N/A	N/A	
Projects	Melvin, Mary Anne	Sub Teacher Trainer	\$42.00	N/A		N/A	N/A	
Projects	Melvin, Mary Anne	NCSSA Sub Orientation Trainer	\$42.00	N/A		N/A	N/A	
Projects	Melvin, Mary Anne	NCSSA Sub Orientation Checker	\$85.00	N/A		N/A	N/A	
Projects	Moxley Mary K.	NCSSA Sub Orientation Checker	\$85.00	N/A		N/A	N/A	
Projects	Moxley Mary K.	NCSSA Sub Orientation Trainer	\$42.00	N/A		N/A	N/A	
Projects	Moxley Mary K.	Parapro Testing	\$35.00	N/A		N/A	N/A	
Projects	Moxley Mary K.	Special Projects	\$35.00	N/A		N/A	N/A	
Projects	Moxley Mary K.	Sub Teacher Trainer	\$42.00	N/A		N/A	N/A	
Projects	Tomashefski, Kimberley	NCSSA Sub Orientation Trainer	\$42.00	N/A		N/A	N/A	
Projects	Tomashefski, Kimberley	NCSSA Sub Orientation Trainer (Safe & Engaged Class)	\$42.00	N/A		N/A	N/A	
Projects	Tomashefski, Kimberley	Sub Teacher Trainer	\$42.00	N/A		N/A	N/A	
Projects	Tomashefski, Kimberley	Online ed2go Grading	\$42.00	N/A		N/A	N/A	
Special Ed	Anderson, Laura	RISE Behavior Technician	\$20.00		\$22.00	184		7.5
Special Ed	Cline, JoAnna	Mental Health Liaison	\$62,700.00	3%	\$64,581.00	190		8
Special Ed	Davis, Dorothy	Transition Specialist	\$57,424.56	3%	\$59,147.30	184		8
Special Ed	Dean, Kayla	Intervention Specialist	\$30.00	3%	\$30.90	75		7
Special Ed	Delaney, Christina	Autism/Behavioral Spec	\$37.64	3%	\$38.77			
Special Ed	Ehrman, Jessica	Behavior Technician	\$20.60	3%	\$21.22	184		6.5
Special Ed	Fago, Felicia	Project Search Instructor	\$44,025.50	3%	\$45,346.27	184		8
Special Ed	Gall, Lauren	Behavior Specialist	\$50,000.00	3%	\$51,500.00	184		8
Special Ed	Girardi, Jennifer	Behavior Technician	\$25.75	3%	\$26.52	184		7.5
Special Ed	Hunkler, Jessica	Behavior Specialist	\$53,065.60	3%	\$54,657.57	184		8
Special Ed	Kitzmiller, Kristin	BCaBA/Behavior Specialist	\$65,778.00	3%	\$67,751.34	190		8
Special Ed	Kopacz, Lynda	ELL Teacher	\$43,068.42	3%	\$44,360.47	184		7.5
Special Ed	Leon, Allison	Registered Behavior Technician	\$25.75	3%	\$26.52	180		7.5
Special Ed	Lewis, Jennifer	ASL Interpreter	\$24.65	3%	\$25.39	180		6.5
Special Ed	Lockhart, Kelly	School Psychologist	\$53.31	3%	\$54.91			
Special Ed	Madar, Kali	Behavior Technician	\$20.00	3%	\$20.60	175		7.5
Special Ed	Martinez, Brianna	Behavior Technician	\$25.00	3%	\$25.75	180		7.5

Special Ed	McDaniel, Molly	Behavior Technician		\$25.00	3%	\$25.75	180	7.5
Special Ed	McWilliams, Susanne	ASL Interpreter		\$25.68	3%	\$26.45	180	7
Special Ed	Mendel, Cheryl	Parent Mentor (Grant)		\$25.00		\$25.00		
Special Ed	Molohan, Meghan	Behavior Technician		\$26.01	3%	\$26.79	180	7.5
Special Ed	Molten Horst, Lauren	Behavior Specialist		\$53,596.26	3%	\$55,204.15	184	8
Special Ed	O'Connor, Katherine	Behavior Technician		\$25.75	3%	\$26.52	184	7.5
Special Ed	Ohlemacher Renee	School Based Mental Health Liaison		\$66,999.66	3%	\$69,009.65	203	8
Special Ed	Ricciuti, Melissa	Behavior Technician		\$26.67	3%	\$27.47	180	7.5
Special Ed	Sanders, Stephanie	Behavior Specialist		\$51,000.00	3%	\$52,530.00	190	8
Special Ed	Scott, Skylynn	Behavior Technician		\$20.00	3%	\$20.60		3.5
Special Ed	Secaur, Tracy	Behavior Specialist		\$60,000.00	3%	\$61,800.00	190	8
Special Ed	Shea, Amanda	Behavior Specialist		\$36.05	3%	\$37.13	120	8
Special Ed	Shevel, Cynthia	Reading Specialist		\$28.00		\$48,000.00	184	7.5
Special Ed	Theberge, Brittany	BCBA/Behavior Specialist		\$49,581.37	3%	\$51,068.81	186	8
Special Ed	Wilbraham, Jessica	Teacher Of The Deaf		\$47,380.00	3%	\$48,801.40	184	7.5
Trans	Dimit, Gary	Van Driver		\$10.82		\$15.25		
Trans	Lang, Brenda	Van Driver/Aide		\$11.04		\$14.25		
Trans	Metzger, George	Van Driver		\$11.00		\$15.25		
Trans	Mowery, Kathleen	Van Aide		\$12.09		\$14.25		
Trans	Robertson, Charles	Van Driver		\$11.47		\$15.25		
Trans	Rogers, Bradway	Van Driver		\$11.47		\$15.25		
Trans	Storey, Cheryl	Van Driver		\$12.67		\$15.25		
Trans	Werner, Tommie	Van Driver/Aide		\$12.09		\$14.25		
Trans	Wheeler, Jeanne	Van Driver		\$11.54		\$15.25		
Treasurers	Johnsen, Tiffany	Treasurer's Assistant - Payroll		\$26.53	3%	\$27.33	261	8
Treasurers	Schultz, Gloria	Treasurer's Assistant - A/P		\$23.75	3%	\$24.46	261	8
Virtual Academy	Best, Ashleigh	Teacher 3rd grade		\$32,500.00	3%	\$33,475.00	184	7.5
Virtual Academy	Wikle, Laurie	Teacher -IS		\$45,000.00	3%	\$46,350.00	184	7.5
Virtual Academy	Pyles, Tiffanie	Teacher Social Studies		\$32,000.00	3%	\$32,960.00	184	7.5
Virtual Academy	Evans, Katharine	Teacher Language Arts		\$37,500.00	3%	\$38,625.00	184	7.5
Virtual Academy	Meyer, Jessica	Teacher 1st grade		\$32,000.00	3%	\$32,960.00	184	7.5
Virtual Academy	Allen, Erich	Teacher Math		\$39,500.00	3%	\$40,685.00	184	7.5
Virtual Academy	Hall, Kelly	Teacher 4th grade		\$40,000.00	3%	\$41,200.00	184	7.5
Virtual Academy	Potter, Jennifer	Teacher Sub		\$33,000.00	3%	\$33,990.00	184	7.5
Virtual Academy	Webb, Mary	Teacher Kindergarten		\$33,000.00	3%	\$33,990.00	184	7.5
VLA/ALT	Buhoveckey, Judith	Alt School Instructor		\$27.86	3%	\$28.70		
VLA/ALT	Buhoveckey, Judith	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Cox, Gary	Alt School Instructor		\$26.01	3%	\$26.79		
VLA/ALT	Cox, Gary	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Eleo, Michael	Alt School Instructor		\$27.86	3%	\$28.70		
VLA/ALT	Lobuglio, Mary	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Loomis, Jacquelyn	Alt School Instructor		\$27.86	3%	\$28.70		
VLA/ALT	Magier, Brenda	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Magier, Thomas	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Rogers, Bradway	Alt School Instructor		\$27.86	3%	\$28.70		

VLA/ALT	Sooy, Keith	Alt School Instructor		\$39.38	3%	\$40.56		
VLA/ALT	Sooy, Keith	VLA Course Grading		\$200.00			N/A	N/A
VLA/ALT	Weddle, Judith	VLA Course Grading		\$200.00			N/A	N/A

***SUPERINTENDENT/CHIEF EXECUTIVE OFFICER CONTRACT OF EMPLOYMENT
EDUCATIONAL SERVICE CENTER OF MEDINA COUNTY GOVERNING BOARD**

This *Superintendent/Chief Executive Officer Contract of Employment* ("Superintendent Contract") is made and entered into on this day of May 2022, by and between the Educational Service Center of Medina County Governing Board ("ESC") and Robert A. Hlasko ("Superintendent") (collectively, "Parties"). The Parties agree as follows:

1. TERM OF CONTRACT

For the **five (5)** contract-year period commencing **August 1, 2023, and ending July 31, 2028**, Superintendent shall be appointed and employed as the Superintendent/Chief Executive Officer for the ESC under R.C. 3319.01 by virtue of this Superintendent Contract with full authority and responsibilities as set forth under the laws of the State of Ohio, ESC governing board policies as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, any and all applicable ESC job description(s) as may be amended from time to time, and this Superintendent Contract as may be amended from time to time.

2. PROFESSIONAL LICENSE

Superintendent shall maintain and furnish to the ESC evidence of maintaining, throughout the life of this Superintendent Contract, valid credentials, including acceptable bond **or equivalent insurance**, to act as the Superintendent/Chief Executive Officer for the ESC in accordance with all applicable laws of the State of Ohio. This Superintendent Contract is subject to continued proper **licensure** of Superintendent.

3. DUTIES OF SUPERINTENDENT/CHIEF EXECUTIVE OFFICER

Superintendent shall dispatch any and all Superintendent/Chief Executive Officer duties to the fullest on behalf of the ESC, and shall devote such time and energy as is necessary to meet the Superintendent/Chief Executive Officer obligations and responsibilities for the ESC as set forth under the laws of the State of Ohio, ESC governing board policies as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, any and all applicable ESC job description(s) as may be amended from time to time, and this Superintendent Contract as may be amended from time to time. A copy of Governing Board Policy CBA is attached hereto and incorporated herein.

4. COMPENSATION

A. Annual Base Salary

- 1) **Initial Annual Base Salary:** Effective August 1, 2023, the ESC shall pay Superintendent an annual base salary of One Hundred Forty-Three Thousand Two-Hundred Twenty-One Dollars and Fifty Cents (\$143,221.50) plus any discretionary raise provided by the Board during their regular salary review for all ESC employees (starting compensation in August 2023 shall be \$143,221.50 + raise provided by the Board in May/June 2023).
- 2) **Discretionary Annual Base Salary Increases:** The ESC may increase the annual base salary at any time during the term of this Superintendent Contract.
- 3) **Annual Salary Distributions:** The annual salary shall be paid in equal installments in accordance with ESC governing board policies as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio.

B. Per Diem Rate of Pay

The *per diem* rate of pay shall be calculated by dividing the annual calculated salary set forth in Paragraph 4 of this Superintendent Contract by Two Hundred Sixty (260) days.

C. Uniform Reduction Plan

Nothing in this Superintendent Contract shall limit the ESC's right to either increase or decrease the "compensation" of Superintendent during this Superintendent Contract provided that any decrease is a part of a uniform plan affecting salaries of all employees of the Educational Service Center of Medina County pursuant to R.C. 3319.01 and any and all applicable laws of the State of Ohio.

5. OTHER COMPENSATION

A. State Teachers Retirement System of Ohio

- 1) **STRS Employer Contribution:** The ESC shall pay the entire share of the employer contribution of any and all State Teachers Retirement System of Ohio ("STRS") contributions as required by the laws of the State of Ohio.
- 2) **STRS Employee/Member Contribution:** Superintendent shall pay the entire share of the employee/member contribution of any and all STRS contributions as required by the laws of the State of Ohio.

B. Local Community Organization Dues

- 1) **Local Community Organization Dues:** The ESC recognizes the value and significance of the Superintendent taking an active role with local community organizations (for example, Rotary) in order to be a liaison for the educational and business community. To that end, the Board shall pay the entire share of the regular annual dues to a recognized and appropriate community organization on behalf of the Superintendent.

C. Cell phone/Internet Stipend

- 1) The Superintendent shall be provided a monthly stipend of \$100 to be utilized for cell phone and/or internet service. If the Superintendent elects to utilize the Board provided cell phone he/she may still receive the Internet Access Stipend if proof of Internet Service at home is provided.

D. Annuity/IRA/Deferred Compensation

- 1) The Board shall annually pay on behalf of the Superintendent the amount(s) indicated below into an annuity, IRA, or similar deferred compensation plan. The payment shall be made on the 2nd pay in January of each calendar year.
 - a) January 2024 \$500
 - b) January 2025 \$750
 - c) January 2026 \$1000
 - d) Thereafter the annual payment shall be \$1000 for the duration of this contract

- E. Other Compensation Provided to Full-Time Certificated Staff (Administrators):** Consistent with the current policy and practice of the ESC, Superintendent shall be entitled to all other compensation and fringe benefits that have not been specifically set forth in this Superintendent Contract but are provided by the ESC to all other full-time "Certificated Staff (Administrators)" in

accordance with ESC governing board policies as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Superintendent Contract.

6. WORK SCHEDULE

Superintendent shall be contracted to work two hundred and sixty (260) days in each contract year (i.e., August 1 to July 31) but shall devote such time and energies as are necessary to perform the duties set forth in Paragraph 3 of this Superintendent Contract. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties set forth in Paragraph 3 of this Superintendent Contract shall require Superintendent to work during times other than normal business hours.

7. HOLIDAYS AND VACATION LEAVE

A. **Holidays:** Consistent with the current policy and practice of the ESC, Superintendent shall be entitled to holiday leave in accordance with Governing Board Policies GCBE and GCBE-R as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Superintendent Contract.

B. ~~**Vacation Leave:** Consistent with the current policy and practice of the ESC, Superintendent shall be entitled to vacation leave in accordance with Governing Board Policies GCBE and GCBE-R as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Superintendent Contract.~~

Vacation Leave: The Board specifically delineates that this contract shall supersede Board Policies GCBE and GCBE-R regarding vacation leave. The Superintendent shall be entitled to vacation leave of 25 days annually. The Superintendent may carry over 5 days of vacation time each year with a maximum accumulation of 45 days. At the expiration or renewal of this contract term (July 2028) the Superintendent may seek payment for up to half of the accumulated vacation time at the per diem rate in effect at that time..

8. PAID AND UNPAID LEAVE

Consistent with the current policy and practice of the ESC, Superintendent shall be entitled to paid and unpaid leave in accordance with Governing Board Policies GCBD and GCBD-R as may be amended from time to time, ESC administrative guidelines as

may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Superintendent Contract.

9. SEVERANCE PAY

Consistent with the current policy and practice of the ESC, Superintendent shall not be entitled to severance pay unless Governing Board Policies GCPCA/GDPCA are otherwise amended, ESC administrative guidelines are otherwise amended, and/or any and all applicable laws of the State of Ohio are amended/changed during the term of this Superintendent Contract.

10. PROFESSIONAL GROWTH/ORGANIZATIONS

A. Professional Growth

- 1) Superintendent shall be encouraged to participate in seminars, in-service meetings, college courses, and certification class requirements which promote professional growth and are related to the duties set forth in Paragraph 3 of this Superintendent Contract.
- 2) Superintendent shall submit requests to attend professional growth opportunities set forth in Paragraph 10(A)(1) of this Superintendent Contract to the ESC for approval prior to attending the same during normal business hours. The ESC has the sole discretion to approve or deny attendance requests by Superintendent under Paragraph 10(A)(2) of this Superintendent Contract.
- 3) Upon approval by the ESC, attendance at professional growth opportunities set forth in Paragraph 10(A)(1) of this Superintendent Contract shall be considered a work day for Superintendent under Paragraph 6 of this Superintendent Contract.
- 4) Upon approval by the ESC, the ESC shall reimburse or pay on behalf of Superintendent for all actual and necessary travel and other expenses required to attend the professional growth opportunities set forth in Paragraph 10(A)(1) of this Superintendent Contract. The ESC shall reimburse or pay on behalf of Superintendent pursuant to Paragraph 11 of this Superintendent Contract.

B. Professional Organizations

- 1) Superintendent shall be encouraged to join and participate in the Buckeye Association of School Administrators ("BASA").

- 2) The ESC shall reimburse or pay on behalf of Superintendent for all actual and necessary membership dues, as well as travel and other expenses, required to join and participate in the professional organizations set forth in Paragraph 10(B)(1) of this Superintendent Contract. The ESC shall reimburse or pay on behalf of Superintendent pursuant to Paragraph 11 of this Superintendent Contract.

11. EXPENSES

The ESC shall reimburse or pay on behalf of Superintendent for all actual and necessary travel and other expenses required in the performance of the duties set forth in Paragraph 3 of this Superintendent Contract subject to such limitations as provided by the laws of the State of Ohio, ESC governing board policies as may be amended from time to time, and ESC administrative guidelines as may be amended from time to time.

12. CONTRACT RENEWAL OR NONRENEWAL

Renewal or nonrenewal of this Superintendent Contract by the ESC shall be in accordance with R.C. 3319.01 and any and all applicable laws of the State of Ohio.

13. PERFORMANCE EVALUATION

Pursuant to R.C. 3319.01, the ESC shall adopt procedures for the evaluation of Superintendent and shall evaluate Superintendent in accordance with those procedures. The ESC shall consider an evaluation upon those procedures in deciding whether to renew Superintendent's contract. The establishment of an evaluation procedure shall not create an expectancy of continued employment. Nothing in either R.C. 3319.01 or this Superintendent Contract shall prevent the ESC from making the final determination regarding the renewal or nonrenewal of Superintendent's contract.

14. CONTRACT TERMINATION

This Superintendent Contract may be terminated by:

- A. Mutual agreement of the Parties;
- B. Retirement, disability, or death of Superintendent;
- C. Termination by the ESC in accordance with R.C. 3319.01, R.C. 3319.16, and any and all applicable laws of the State of Ohio;
- D. Failure of Superintendent to maintain a valid license;

- E. Failure of Superintendent to secure a position schedule bond or equivalent insurance in a reasonable amount acceptable to the ESC; or
- F. As otherwise provided by law.

15. INDEMNIFICATION

- A. Except for findings for recovery in an audit report pursuant to R.C. 117.28, the ESC agrees that it shall defend, hold harmless and indemnify Superintendent from any and all demands, claims, suits, actions, and/or legal proceedings brought against Superintendent in either an individual capacity or in an official capacity as agent and employee of the ESC provided the incident arose while Superintendent was acting within the scope of employment (excluding criminal litigation) and any such liability coverage is within the authority of the ESC to provide under the laws of the State of Ohio. The ESC's liability under Paragraph 16 of this Superintendent Contract shall not exceed the amount provided by insurance purchased by the ESC for this purpose or the amount appropriated by the ESC for this purpose; whichever is greater. Except that, in no case, shall any individual board member be considered personally liable for indemnifying Superintendent against such demands, claims, suits, actions, and/or legal proceedings.
- B. It is expressly recognized between the Parties, that the duty to provide for the defense of Superintendent also applies to demands, claims, suits, actions, and/or legal proceedings (excluding criminal litigation) threatened and/or commenced by and/or on behalf of any other political subdivision and/or the State of Ohio.
- C. Paragraph 15 of this Superintendent Contract shall not apply to disputes between the Parties.

16. BOND/POSITION SCHEDULE BOND

The ESC shall provide position schedule bonding or equivalent insurance for Superintendent in the minimum amount of Twenty Thousand Dollars and Zero Cents (\$20,000.00) in accordance with Governing Board Policy DH as may be amended from time to time, ESC administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Superintendent Contract.

17. STRS OBLIGATIONS

Superintendent has been notified as required by R.C. 3307.21 of all duties and obligations under R.C. Chapter 3307 pertaining to STRS as a condition of his

employment.

18. COMPLETE AGREEMENT

This Superintendent Contract sets forth the complete agreement of the Parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the ESC.

19. SAVINGS CLAUSE

If any portion of this Superintendent Contract is deemed to be illegal due to a conflict with state or federal law, the remainder of this Superintendent Contract shall remain in full force and effect.

**FOR THE EDUCATIONAL SERVICE
CENTER OF MEDINA COUNTY
GOVERNING BOARD:**

Carolyn Weglewski*
Governing Board President
(In Official Capacity Only)

FOR ROBERT A. HLASKO:

Robert A. Hlasko

Authorized Pursuant to Governing Board Resolution No. _____

This Agreement has no legal effect absent Governing Board approval

**EDUCATIONAL SERVICE CENTER OF MEDINA COUNTY GOVERNING BOARD
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

We certify that the Educational Service Center of Medina County Governing Board has in effect for the remainder of the fiscal year and succeeding fiscal years estimated revenues from all sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Educational Service Center of Medina County Governing Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Governing Board President (In Official Capacity Only)

Superintendent/Chief Executive Officer (In Official Capacity Only)