

Revised: 08.09.22

Board Approved:



Mid-Ohio Educational Service Center Student Services Department

2022 - 2023 Handbook

Student Services Mission:

*Passionately serving the whole child through innovation,
collaboration, and dedication.*



CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net

**Mid-Ohio Educational Service Center
Student Services**

Jennifer Crum, Director
Shelly Patrick, Assistant Director
Megan Shook, Administrative Assistant

Office:

Monday - Friday

8:00 - 4:00

(419) 774-5520 ext. 2577

shook.megan@moesc.net

<https://moesc.sharepoint.com/SPED/SitePages/Home.aspx>

Mid-Ohio ESC Board of Governors

Bill McFarland
Brad Geissman
Dick Prater
Doug Theaker
Glenna Plotts
Kyle Swigart
Marge Prater

Mid-Ohio Educational Service Center

Student Services

The Mid-Ohio Educational Service Center Student Services Department provides a wide variety of related services for client and partner school districts including Audiology, Behavior Intervention, English Language Learner Consultant, Intervention Specialist, Occupational Therapy, Parent Mentor, Physical Therapy, Preschool Itinerant, School Psychology, School Social Worker, Special Education Consultant, Speech and Language Therapy, and Vision Services (Teacher of the Visually Impaired and Orientation and Mobility). Additionally, the Student Services Department coordinates two Private Residential Treatment Facility school programs for adolescents with mental health and addiction issues.

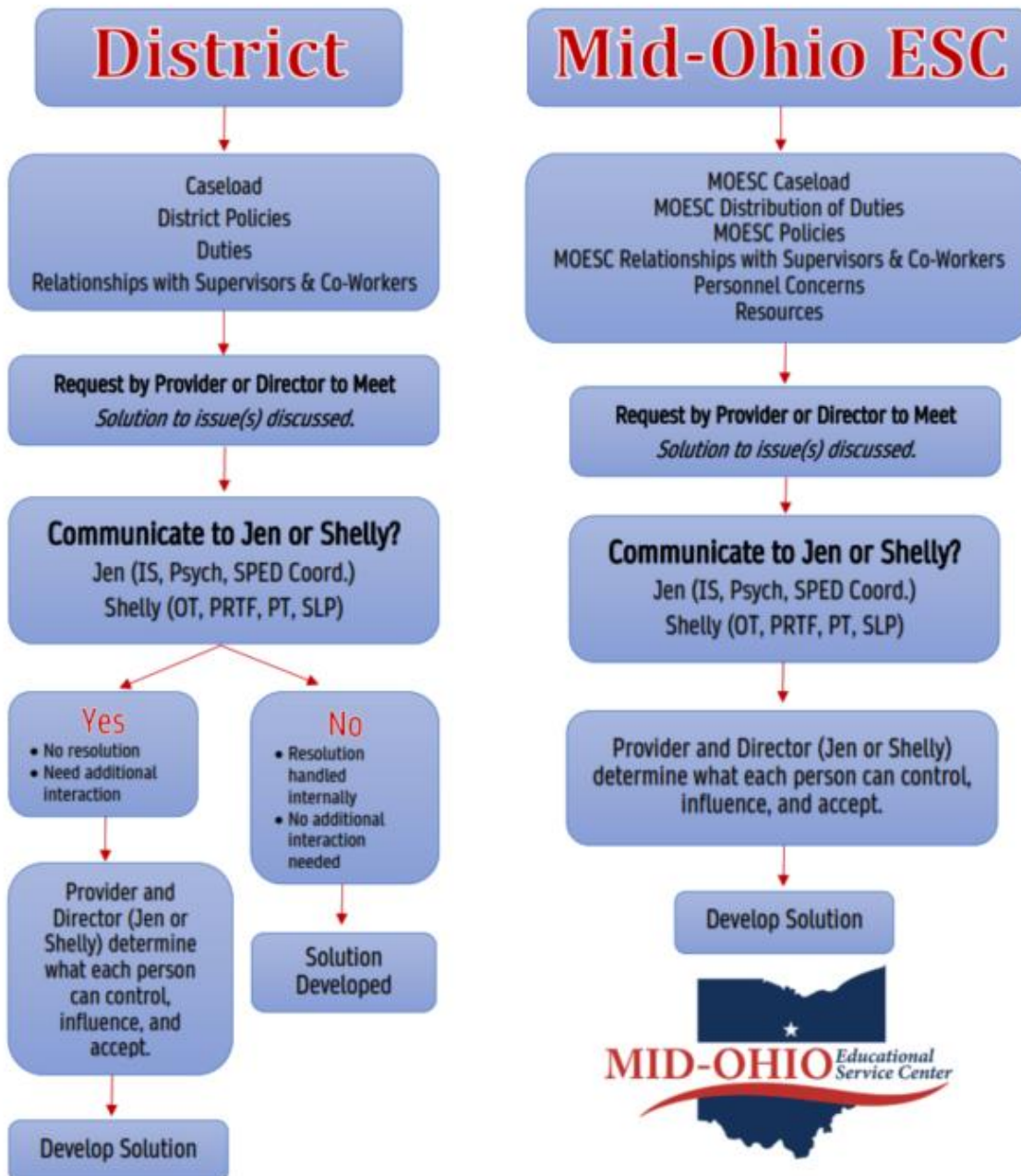
Fiscal Visit the Portal FIRST to print out form(s).	Student Services shook.megan@moesc.net Please reach out to Megan for all items below.	IS, Psych, SPED Coord. Jen crum.jennifer@moesc.net OT, PRTE, PT, SLP Shelly patrick.michelle@moesc.net	Technology bores.candy@moesc.net
<p>Contact Jill weidner.jill@moesc.net regarding:</p> <ul style="list-style-type: none"> • Insurance • Kiosk & Password Reset • Change of Data (name, address, etc.) • Paycheck • Taxes <p>Contact Laura mack.laura@moesc.net regarding:</p> <ul style="list-style-type: none"> • Packet Time Sheets 	<ul style="list-style-type: none"> • Activity Log • Address Updates • Attendance • Mileage Report • Reimbursement for Professional Meetings • Supply Requests: OT PT Psych SLP • Generic Time Sheet • Tuition Reimbursement Request • Work Calendars 	<ul style="list-style-type: none"> • Caseload • Family Changes • Personal Concerns • Professional Concerns • Requesting Time Off <p>Please refer to the flowchart.</p> <p>Feel free to email Jen or Shelly anytime an immediate response is not required.</p> <p>Please share:</p> <ul style="list-style-type: none"> ✓ a brief description of the subject ✓ the urgency of the situation ✓ the days and times you're available ✓ your preference of a call, in-person or Zoom appointment 	<ul style="list-style-type: none"> • Hardware Issues • LPDC/IPDP Log-in Issues • NCOCC • Printing • ProgressBook • Technology Concerns & Requests • Wireless & Connectivity Issues

If you need a response from Jen or Shelly within 24-48 hours regarding an urgent matter, please email or call Megan to schedule a time to talk.

Activity logs, receipts, tuition reimbursement requests, and absences should be sent to [Megan Shook](#). If you have a personal matter, a specific concern related to your assignment, procedural questions, etc., schedule an appointment with Jen or Shelly by emailing Megan to set up an appointment.

Student Services

Hierarchy of Communications



Lead Approval: August 2022

This Flowchart was created from the Leading Change Plan, Goal #1: "The Student Services Administration will develop a flowchart that clearly outlines hierarchical communications, with district administrators and/or ESC administrators, to streamline information, directives, and concerns, and will be implemented August 1, 2022."

ASSIGNMENTS:

Assignment notifications will be made by email and will include a work calendar template, as needed. Notifications will be sent in July of each year.

DRESS CODE:

Employees are responsible for dressing and grooming in accordance with guidelines established by the district(s) in which they serve. It is the responsibility of the employee to obtain dress code information directly from their district level supervisor.

FIELD STUDENTS/INTERNS:

The Student Services Department is committed to providing future related services and intervention staff opportunities for high quality field experiences. It is the expectation of the Director that our team members will supervise these field experiences when requested.

MEDICAID BILLING:

Submission of treatment data to the district Medicaid School Program billing agent is a requirement for all eligible Mid-Ohio ESC employees. It is the responsibility of the employee to maintain required provider registrations and to participate in necessary training provided by the billing agency.

MILEAGE REIMBURSEMENT:

Mid-Ohio will reimburse employees for the use of their personal vehicle used for ESC business. Reimbursement will be at the effective date and rate approved by Governing Board.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her "home station" assigned by the appropriate supervisor. For the purposes of reimbursement, there are two types of mileage: Standard Travel and Professional Activities Travel.

Reimbursement requests should indicate the points of travel, the miles eligible for reimbursement and the reason(s) for incurring the travel. Mileage reimbursement requests should be sent to the appropriate supervisor for authorization and then sent to Accounts Payable.

Mileage Reimbursement for Standard Travel:

Mileage should be submitted using the **MOESC Mileage Report 2022** for standard travel. Standard travel includes necessary movement between working locations during the workday, starting with the first work location, and ending upon arrival at the last work location for the contracted day.

Mileage reports, available on the [Student Services SharePoint site](#), will be sent to shook.megan@moesc.net no later than the 10th day of every month to receive prompt payment.

Mileage Reimbursement for Professional Activities Travel:

CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net

For activities that require travel outside of the standard travel locations, such as professional development and meetings, and especially when the starting and ending location is the home of the employee, completion of the **MOESC Reimbursement for Attendance at Professional Meetings 2022** form, available [Student Services SharePoint site](#), is required. Supplemental documentation of the employee's normal daily commute AND the actual mileage traveled for the activity must be provided when seeking reimbursement. For this type of travel, the "normal daily commute" mileage must be subtracted from the total mileage accrued. For example, if the normal daily commuting round trip for an employee is 20 miles, and the employee mileage for a Professional Activities travel is 75 miles, only the incremental 55 miles are reimbursable. Instructions and form are located on the Student Services SharePoint.

NETWORK AND TEAM MEETINGS:

Network meetings are scheduled quarterly. Team meetings are scheduled at the beginning and end of each school year. The meetings will provide guest speakers, legal/procedural updates as well as networking opportunities. The schedule will be distributed when available.

PERSONAL/SICK LEAVE:

Sick and Personal leave **must** be entered in Kiosk. Same day notifications **must** be emailed to shook.megan@moesc.net. Same day notifications must be entered Kiosk within three business days. If an employee is absent for three or more consecutive days due to illness or injury, a doctor's certificate will be required. Absences that are pre-approved do not require secondary communication on the day of absence. It is essential that you notify your assigned districts of your absences and copy shook.megan@moesc.net.

Personal leave is intended for employees that need to take leave during the school year that does not fall under sick leave and for reasons/circumstances prohibiting you to attend work that day. (i.e. flooded basement, meet a repairman, attend a funeral for a friend, etc.)

Your supervisor then has the right to request additional information to determine if she/he will approve it given the circumstances, time of year the request is made, and any other factors impacted by your absence

PORTAL/SHAREPOINT:

Student Services SharePoint is located here <https://moesc.sharepoint.com/SPED/SitePages/Home.aspx> and accessible with your Office 365 username and password. The Student Services SharePoint is intended to serve as the first stop for all questions or concerns and contains the following:

Instructions and Forms
Professional Leave Forms

Supply Inventory Lists
Supply Requests

Work Calendars

PROFESSIONAL LEAVE:



**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net

Conference requests must be submitted as a Professional Leave request through Kiosk no later than 15 days prior to the scheduled dates. Send completed Reimbursement for Professional Meeting form (rev 1/2019) to shook.megan@moesc.net as soon as leave is approved. This document has replaced the reimbursement breakdown embedded in Kiosk. Non-Kiosk Employees will follow the same procedure as above.

All expenses (parking, mileage, meals, and hotel) are paid by the employee and submitted for reimbursement. Meals will be reimbursed beginning on the second day of a multiple day conference. Per Board policy, the limits per meal are defined: breakfast - \$10, lunch - \$15 and dinner - \$25. Breakfast and dinner are reimbursable only with an approved overnight stay, or when a conference/meeting extends into evening hours with no meal served.

Approval of hotel expenses is not guaranteed, and employees are expected to share rooms whenever possible. Employees will be reimbursed if approved with a valid Purchase Order in place. A printed folio showing dates of stay and proof of purchase will be required for reimbursement. It is not recommended to use booking websites for hotel stays as it is difficult to get the necessary paperwork and tax-exemption.

Upon completion of the conference, send a signed copy of the approved leave form showing actual expenses along with original detailed expense receipts and proof of payment to shook.megan@moesc.net.

TECHNOLOGY:

Technology support requests should be emailed to bores.candy@moesc.net. When no longer employed at Mid-Ohio ESC, technology supplies will be returned to Candy Bores at the time of exit interview.

TIME SHEET/ACTIVITY LOG:

Staff will be notified at the beginning of each school year of the need for a time sheet or activity log. The documents are available on [STUSRVs Sharepoint](#). Timesheets should be emailed to mack.laura@moesc.net and Activity Logs should be emailed to shook.megan@moesc.net.

TUITION REIMBURSEMENT:

Requests for tuition reimbursement must be submitted on the Mid-Ohio ESC Tuition Reimbursement Form located on the [Student Services SharePoint site](#). Requests will include course information (description, date, cost, credits) and must be sent to shook.megan@moesc.net AT LEAST 10 days prior to the start of the course.

Notify your intent to apply for Tuition Reimbursement by emailing shook.megan@moesc.net no later than October 28th, 2022. After that date, funds for reimbursement are not guaranteed.



**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net

To be reimbursed for tuition, the member must send a copy of the certificate of completion (or grade report) and proof of payment to shook.megan@moesc.net. Proof of payment must be a copy of a cancelled check or a copy of credit card statement showing specific charges.

SUPPLEMENTAL CONTRACTS:

From time to time, opportunities for work outside of contracted days/hours are available. This includes Independent Educational Evaluations (IEE), Extended School Year (ESY), leave coverage, or district request for specific events/activities. Employees will be notified of these opportunities at the discretion of the Director. Supplemental contracts are paid at an hourly rate and require documentation on a time sheet.

SUPPLIES:

There is an inventory list on the [Student Services SharePoint site](#) of items available for loan from the Resource Room. All requests for supplies will be made electronically on the Student Services SharePoint site. Reimbursements will only be paid on purchases made after Purchase Orders have been approved. All Mid-Ohio ESC resources must be returned when you are no longer a Mid-Ohio ESC employee.

WORK CALENDAR:

Every Student Services employee is required to submit a work calendar to the Director *no later than August 8, 2022*. This calendar should align with student days in session for the assigned districts. The completed work calendar should be submitted to shook.megan@moesc.net with the original retained by the member. Any changes to the approved work calendar should be sent to shook.megan@moesc.net throughout the course of the school year. Template calendars are available on the [Student Services SharePoint site](#).



**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net