**HOLMES COUNTY BOARD OF DD**

**REGULAR MONTHLY MEETING MINUTES**

**APRIL 23, 2025**

1. **Meeting called to order by Chad Yoder at \_\_12:02\_\_\_\_\_\_\_\_p.m.**
2. **Roll Call**

Chad Yoder-Present Tara Dalrymple-Absent

Kyle Snyder-Present Michele Snow-Present

Mike Palme-Present Wilbur Hershberger-Present

Amos Yoder-Present

1. **Staff Present**

Marianne Mader Curtis Goehring Evelyn Scott

1. **Visitors Present: \_\_\_**Jake Sidle from WKLM**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Hearing of Visitors: \_\_\_**None**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **ADDITIONS/REVISIONS/APPROVAL OF AGENDA**

A motion was made by Wilbur Hershburger and seconded by Mike Palmer to approve the April 23, 2025 meeting agenda with the addition of an executive session.

1. **MEETING MINUTES**

A motion was made by \_Michelle Snow and seconded by \_Kyle Snyder to approve the March 26, 2025 Regular Monthly Meeting Minutes as submitted.

1. **FINANCIAL REPORTS/BUSINESS MANAGER’S REPORT – Curtis Goehring**
2. **Approval of Financial Reports**
3. A motion was made by Amos Yoder\_ and seconded by Wilbur Hershberger to approve the Budget Summary, Expenditures by Vendor through March 31, 2025.
4. A motion was made by Michelle Snow and seconded by Mike Palmer to transfer $315,000 from the General fund to Capital fund.

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1. **COMMUNICATION/INFORMATION/SHARING**
2. **Administrative Reports/Comments**
3. **Bus Driver Physicals:** On an annual basis, the Board provides physicals for bus and van drivers. ODEW rules require the Board to annually approve the medical professionals who will conduct the physicals. Arrangements have been made with the physicians of Pomerene Hospital to come on site to conduct physicals in May. Holmes Family Practice will also serve as an authorized site if a driver cannot attend the scheduled physical day. See VII A.
4. **Staffing update:** We continue to search for an Education Director for the school.
5. **Facility Security**: Jason Troyer, Director of the Holmes Co. Emergency Management Agency, facilitated a Table Top Exercise to fulfill required testing of the school’s Emergency Operations Plan. Representatives from Millersburg Police, Sheriff’s office, GentleBrook and LHI were also in attendance. A possible active shooter scenario was presented and the group walked through what each entity would do to respond to the situation. Based on discussion, recommendations were developed. These recommendations will be incorporated in the next submission of the school’s Emergency Operations Plan due later this year.
6. **Program Reports**
7. **Program Statistics** are attached (B1).
8. **School update**: One (1) student is graduating from Holmes DD school on May 21, 2025 and another student will be withdrawing to attend an Amish day care. We have confirmed two (2) new students will join in the upcoming school year. There is a possibility of an additional 2-3 more students starting in August. During the 2024-2025 school year we had 1 teacher assistant and 1 teacher transfer to different positions and 1 teacher assistant resign. We will start the 2025 2026 school year with 4 teachers, 9 teacher assistants, and 21 (possibly 24) students.
9. **Superintendent’s Report**
10. **Visitor Policy:** Holmes DD currently follows a standardprocedure regarding visitors in the building. Following a suggestion by Kyle Snyder to formalize our practice, a proposed policy (C1) is attached for Board review and approval**.** See VII B.
11. **Sick Leave Donation Policy:** Throughout the years, Holmes DD has had staff members impacted by their own or their family members significant illness/injury resulting in unpaid status. A sick leave donation policy would allow staff to donate unused sick time to be used by a coworker. The coworker must meet criteria to receive donated sick time. A proposed policy (C2) is attached for Board review and approval. See VII C.

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1. **Special Education Policies and Procedures:** The Ohio Department of Education and Workforce (ODEW) updated the special education model policies and procedures (sent as a pdf to Board members) to include changes to the Operating Standards for the Education of Children with Disabilities. All educational agencies, including County Board of DD schools, must provide verification of local school board approval of policies and procedures for the education of children with disabilities for the 2024-2025 school year by May 30, 2025. See VII D.
2. **Executive Session** to discuss matters involving employment of public employees.

Time In: 12:39pm Time Out:1:11pm

A motion was made by Michelle Snow and seconded by Wilbur Hershberger to enter executive session to discuss matters involving employment of public employees.

Chad Yoder\_X\_\_\_\_Michelle Snow\_\_X\_\_\_Wilbur Hershberger\_X\_\_\_\_

Mike Palmer\_\_X\_\_\_\_ Amos Yoder\_\_X\_\_\_\_ Tara Dalrymple Absent Kyle Snyder\_\_\_X\_\_\_

A motion was made by Amos Yoder and seconded by Kyle Snyder to exit executive session.

Chad Yoder\_X\_\_\_\_Michelle Snow\_\_X\_\_\_Wilbur Hershberger\_X\_\_\_\_

Mike Palmer\_\_X\_\_\_\_ Amos Yoder\_\_X\_\_\_\_ Tara Dalrymple Absent Kyle Snyder\_\_\_X\_\_\_

1. **OLD BUSINESS**
2. **NEW BUSINESS**
   1. **Bus Driver Physicals**

A motion was made by \_Amos Yoder\_ and seconded by Kyle Snyder\_ to have 2025-2026 bus driver physicals conducted by Physicians of Pomerene Hospital.

* 1. **Visitor Policy**

A motion was made by \_Wilbur Hershberger and seconded by Kyle Snyder to approve the Visitor Policy as presented.

* 1. **Sick Leave Donation Policy**

A motion was made by Mike Palmer and seconded by Amos Yoder to approve the Sick Leave Donation Policy as presented.

* 1. **Special Education Policies and Procedures**

A motion was made by Kyle Snyder and seconded by Mike Palmer to approve the Special Education Model Policies and Procedures for School Year 2024-2025.

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* 1. **Executive Session**

A motion was made by Kyle Snyder and seconded by Wilbur Hershberger to revise the Table of Organization to add the position of Assistant Superintendent.

* 1. **Discussion**

Upcoming Dates

May 9 No services, Spring Festival workday for staff

May 9, 10 HCAHC Spring Festival

May 21 Graduation, 10:00 am

May 22 Last Day of School

August 18 Board members welcome to join staff for training, 9-11 am.

**VIII ADJOURNMENT**

A motion was made by \_Mike Palmer\_\_ and seconded by \_Michelle Snow\_ to adjourn the APRIL 23, 2025 Regular Monthly Meeting of the Holmes County Board of DD. Time \_1:14\_ p.m.

**Next Meeting**

**May 28, 2025**

**at 12:00 p.m.**