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NORTH POINT

Educational Service Center

2026-2027



WELCOME!



New Staff

Executive Leadership Team



Carrie Sanchez



Matt Bauer



Andrea Smith



Hal Gregory

**Assistant
Superintendent
of
Leadership & Learning**

Treasurer

Superintendent

**Assistant
Superintendent
of
Programs & Personnel**

104 Years Administrative Experience

Leadership Team

Kristen Sciarappa



**Director of
Therapy**

Tracy Foos



**Supervisor at
School of Hope**

Juliene Haskins



**Supervisor at
ALC Building**

Brandi Perkins



**Supervisor at
GLC/Graytown Building**

Kerry Giles



**Supervisor of
Preschool**

Alicia McKee



**Supervisor of
Gifted Services**

Kristin Vogel-Campbell



**Supervisor of
MD Services**

Julie Riley



**Supervisor of
MD Services**

Angie Kohler



**Supervisor of
Psychology Services**

Brittni Faist



**Student Services
Coordinator at FCS**

What is an ESC?

North Point ESC

A little about us...

- Admin. Office/Business Hub

4918 Milan Road, Sandusky Phone: 419-627-3900 Fax 419-627-3999



- Ottawa County Office

1661 N. Walker Street, Graytown Phone: 419-627-3900 Fax 419-627-3999



- North Point Alternative Learning Center

4450 Galloway Rd., Sandusky Phone: 419-627-3900 Fax 419-627-3999

- NOECA

219 Howard Dr., Sandusky Phone: 419-627-1439 Fax 419-627-5608



Office Locations

Our Governing Board

- Paul Lockwood (40 years)
- Peter Hazel (9 years)
- Melissa Kuns (1st year)
- Daryl Deering (32 years)
- Thomas Lucha (1st year)
- James Rinaldo (9 years)
- Warren Ruggles (28 years)
- Judy Sander (36 years)
- Mark Miller (13 years)
- Eileen Bulan (6 years)
- Phil Thiede (4 years)

Middle Bass School



North Bass School

Our History...

- Erie County Board of Education (1914-1996)
- Erie County Educational Service Center (1996-1997)
- Erie-Ottawa Educational Service Center (1997-1999)
- Erie-Huron-Ottawa Educational Service Center (1999-2009)
- North Point Educational Service Center (2009 and beyond)

What does North Point do?

- Special Education Programming
- Preschool
- Gifted Services
- Psychology Services
- Fiscal Services
- Therapy Services
- Education Consulting
- Professional Development
- Programming JJC & JDC
- Migrant Programming
- General Staffing
- Anything else a school needs....

Our Size

- Our total budget is around \$112 million for FY 27
- We currently employ approximately 430 part-time and full-time staff
- We serve approximately 100 school districts providing educational, computer, employee health insurance, and natural gas services. We have 26 member districts.

Where does North Point's funding come from?

- State Foundation
- Billings to Districts (over 90% of funding)
- Grants

The background of the slide is a solid gold color. In the top-left corner, there is a faint, semi-transparent image of a compass rose with a needle pointing towards the top-left. The compass has markings for 'M', 'MSM', 'ENE', and 'SM'. A large, white rectangular box with a thin black border is positioned in the center of the slide. Inside this box, the words 'Championing Education' are written in a blue, cursive script. Behind the text, there is a faint, light-colored compass rose graphic.

Our Mission:

*Championing
Education*

Core Values:



S

SUPPORTIVE

We are committed to supporting the needs of students, educators, and families.

E

ENCOURAGING

We are a champion for all aspects of education and intent to motivate and inspire.

R

RESPONSIVE

We are open to suggestions which will better a process, solve a problem and build relationships.

V

VALUES

We have high standards for our behavior.

I

INTEGRITY

We are honest, ethical and show strong moral character.

C

COLLABORATIVE

We are better together and know that we can achieve more as a team than as individuals.

E

EXCELLENCE

We strive to provide outstanding results, service and partnerships.

Employee Expectations

- Professional Interactions
- Professional Communications
- Professional Dress

Follow Us:



[Facebook.com/NorthPointESC](https://www.facebook.com/NorthPointESC)



[Twitter.com/NorthPointESC](https://twitter.com/NorthPointESC)



[Http://www.npesc.org](http://www.npesc.org)

Service. Excellence. Leadership

Licensure Code of Professional Conduct

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 out of 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 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 the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

North Point Central Office Staff



We are here to help....



Judy Kincaid
Secretary
JKincaid@npesc.org



Sherry Priesman
Admin. Assistant
spriesman@npesc.org



Jacki Stocker
Secretary
JStocker@npesc.org

Main Office
419-627-3900

TREASURER'S OFFICE



Treasurer



Matt Bauer

mbauer@npesc.org

TREASURER'S OFFICE

Questions about:

- Purchase orders, requisitions, order placement, packing slips and invoices
- Troubleshooting of purchases
- Monthly Travel
- Professional Leave
- Activity Funds



Rachel Taylor

rtaylor@npesc.org

TREASURER'S OFFICE

Questions about:

- Payroll
- Kiosk / SCView Assistance
- Inventory
- Tuition Reimbursement
- Employment Verification



Jen Thayer
jthayer@npesc.org

HUMAN RESOURCES

Questions about:

- Licensure/LPDC
- Fingerprinting
- Professional Development
- General Employment Questions



Brooke Moore
BMoore@npesc.org

Technology

Questions/problems about:

- North Point issued computers/devices
- Google Apps (gmail)



Jon Risner

jrisner@npesc.org

***All problems/questions/
concerns go to
North Point Help Desk***



Employee Accounts

District E-Mail & Web Site

- www.npesc.org
- Based through Google Email (gmail)
 - To log in to your e-mail account
first initial last name
example: mbauer@npesc.org
Password: p@ssw0rd!
(remember to change)



Employee Kiosk

- www.npesc.org
- Register for account using **North Point email**
 - Access employee information on file
 - Sick/personal leave balance
 - Leave taken
 - Pay slips
 - W2s



SC View (Requisitions/Timesheets/Travel)

SCSupport | Contact Us

 LOGIN  GOOGLE  MICROSOFT  ONELOGIN

NPESC

Login

All activity on this site is recorded.
Your IP Address is being saved as '208.108.133.247'.
[Digital Privacy Agreement](#)
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Sign into your North Point
Google account

Choose the GOOGLE tab

Database: NPESC



Employment Forms/Deductions

W-4 Form (Federal Taxes)



- Change of Address
- Change of Name
- Change in # of Exemptions

IT-4 (Ohio Tax)



- Change of Address
- Change of Name
- Change in # of Exemptions
- Do you owe a school district tax?



School District Tax

- Change of Address
- Change of Name
- Change in # of Exemptions
- Do you owe a school district tax?

Local Income Tax Authorization

- Where you work:

- By law we must deduct city tax for where you work
- If you have questions regarding this contact Treasurer's Office

- Where you live:

- Your responsibility
- Will remain the same with us until you turn in a new completed form

Forgiveness from one taxing authority to another

Retirement Systems



- 14% employee
- 14% employer

<https://www.strsoh.org/>

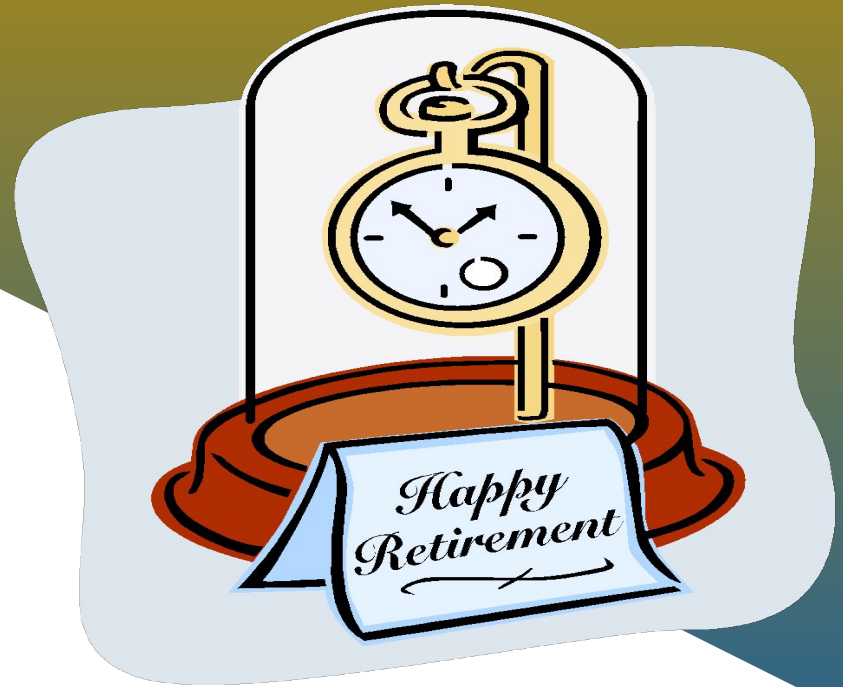


- 10% employee
- 14% employer

<https://www.ohsers.org/>

Tax Shelter Annuities

- 403(b)
- 457(b)



Direct Deposit

Making a change to
your bank account????
Wait!!!!

Contact us
immediately!!





Employee Benefits

Health/Dental Insurance



Employee Premium

7/1/26-6/30/27

- Single \$137.64
- Family \$309.68
- Dental \$9.97

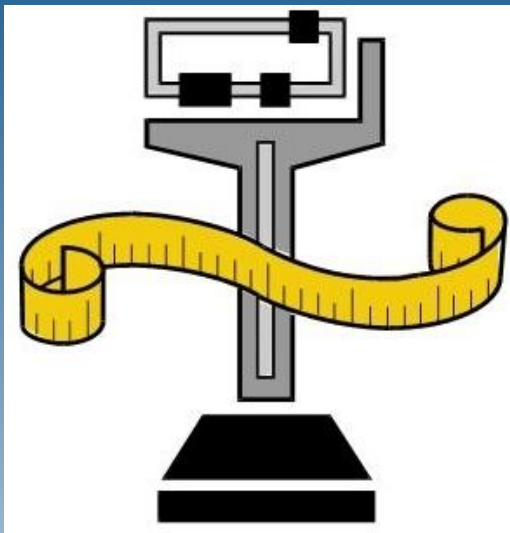


Employee Share 12.5%
NPESC Board Share 87.5%

Health Insurance

- Medical Mutual of Ohio
 - Plan 2 (lower deductible)
If you choose to participate in Wellness Screening
 - Plan 3 (higher deductible)
If you don't participate in the Wellness Screening this is your plan





To Receive
Lower
Deductible

Wellness Screening

- North Point offer's 3 locations and walk-ins at Firelands Corporate Health
- Can be completed at your own doctor (form will come with email)
- This is done yearly to remain in lower deductible plan

Dental Insurance



- Delta Dental
 - Traditional Plan
 - Check Network Providers



Working Spouse Coverage



- Spouse of employee with family coverage must enroll in their employer's health plan with at least single coverage

Huron-Erie School Employee Insurance Association

- Currently has 13 member school districts
- NPESC acts as fiscal agent
- Website – www.heseinsurance.org

Cafeteria 125 Plan

American Fidelity

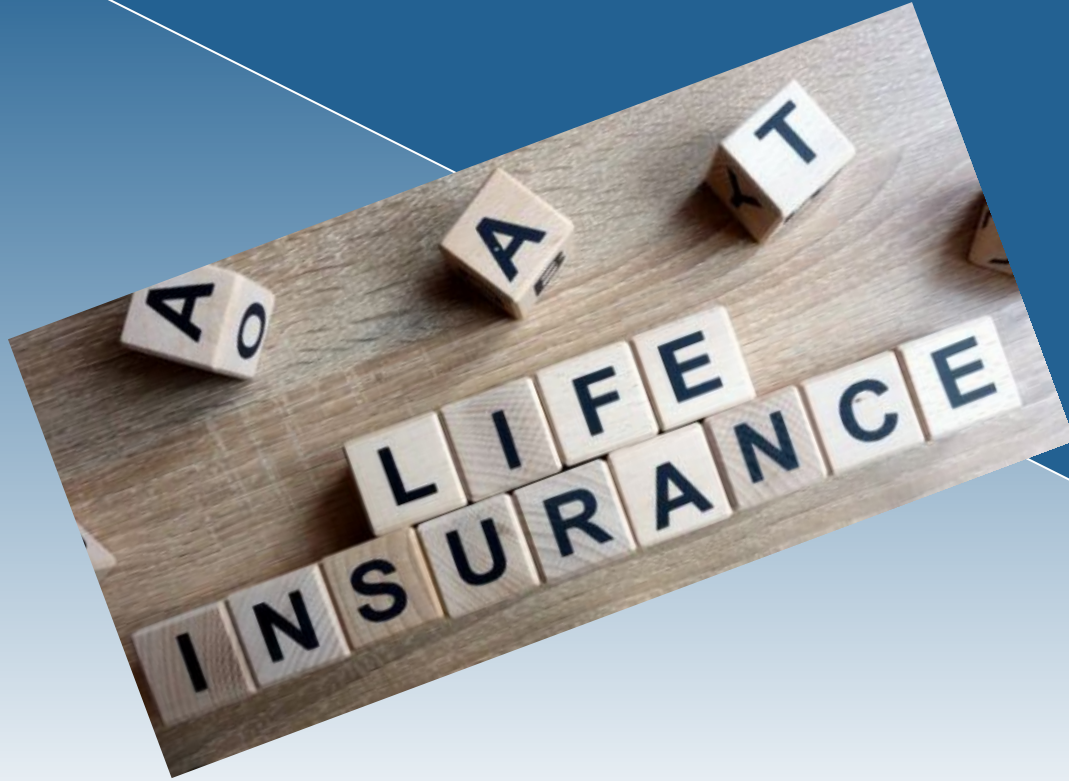
- Pre-tax insurance premiums
- Unreimbursed Medical
- Dependent Day Care
- Cancer Plan
- Disability Plan
- Life Insurance
- Board paid \$500.00 for unreimbursed medical or dependent care



Important Reminder!!

You must sign paperwork with American Fidelity each year even if you want everything to stay the same.

Life Insurance

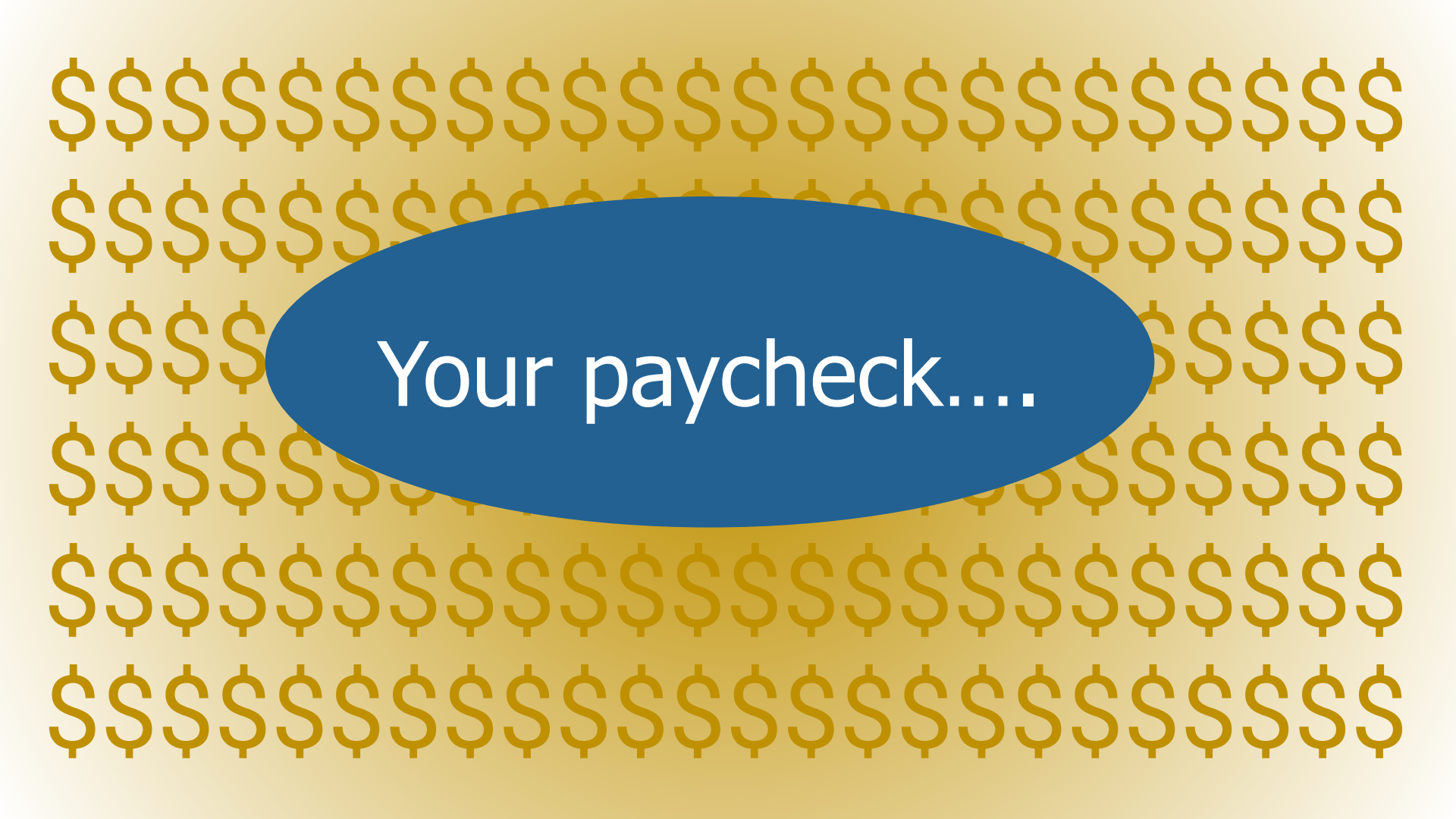


- One America Insurance Company \$45,000 term life for full-time employees

Tuition Reimbursement



- Full-time employees
- Prior approval
- Maximum of \$2,000.00 per fiscal year for college coursework
- Maximum of \$250.00 per seminar (\$500.00 per year maximum) to maintain license (therapy staff)
- Grade of "B" or better
- Proper documentation by 6/20
- Payment in October (must return following year to receive)



Your paycheck....

Calculation of Net Pay

- Federal and state taxes are calculated after pre-tax deductions are subtracted from gross pay
- Local income tax is calculated using the gross pay amount
- Medicare (1.45% employee & 1.45% employer) is calculated after some cafeteria 125 options are deducted

Placement on Salary Schedule

- Official transcripts need to be on file
- Work verification is employee's responsibility
- Superintendent has final decision for placement
- Transcripts for changes in salary must be on file by 9/10

Dockage of Pay/Wage Garnishment

- Docked pay includes gross pay & any Board paid benefits
- Docked pay results in employee being ineligible for attendance incentive
- NPESC complies with all laws regarding garnishment of wages



Attendance

Attendance Incentive

- Only full-time employees are eligible
- \$500.00 per 1/2 year for not using sick leave
- \$500.00 for not using personal leave
 - Use one instance \$300
 - Use two instances \$200
- If you miss over 20 days or have a docked day you are not eligible
- Checks issued prior to 7/31

Hours of Work/Work Year

- Full time = 37.5/40 hours per week
- Overtime is not permitted without prior approval
- Comp time is not recognized
- Calendars must be followed as assigned
 - 9 month certified = 184 work days
 - 9 month classified = 182 work days
 - 10 month certified = 204 work days
 - 12 month certified = 243 work days



Sick/Personal Leave



- 1.25 sick days per month for full-time employees (15 minute increments)
- Pro-rated sick leave for part-time employees
- 3 personal days per year - ($\frac{1}{2}$ day increments for full-time employees)
- Pro-rated personal days for part-time employees (used in full day increments)

Reporting Absences

- Call for ALL absences (sick, personal, jury duty, professional, vacation, etc)
- Call Program Supervisor
- Call Classroom Colleague (if applicable)
- Call Housing District (if applicable)
- Report absence through Employee Kiosk



Staff Leave Requests

- Sick Leave

- If more than 3 consecutive days contact Treasurer's office

- Personal Leave

- Jury Duty

- Vacation Leave

- Only full-time 12 month employees

- Bereavement Leave

- Entered as "other"



Professional Leave

- Lodging up to \$200.00/night
- Meeting registration up to \$250.00 (meeting info required for all seminars/meetings)
- Meals - maximum of \$25.00/day (must be at least 2 day leave, tips not reimbursable)
- Mileage - Google Map attached for mileage
- Plan for all possible expenditures
- Partial approvals may be given
- Have approved leave PO in hand before attending (golden ticket)
- Return for reimbursement within 10 days

ACTUAL EXPENSES:
Attach any receipts and send to Sherry within 10 days after your leave.

Lodging _____
Miles _____ x .655 = _____
Meals _____
Registration _____
Other _____

By signing below, I certify these claims for reimbursement to be accurate according to NPESC policy.

ACTUAL TOTAL _____

Signature _____
Date _____

Reimbursement will not be paid without your signature, date and total.



Miscellaneous Procedures

Time Sheets/Schedule

- Online in SC View
- Choose the correct pay period
- Choose the correct job
- Leaves noted & entered in KIOSK
- Turn in hours during the proper payroll period
- Save as draft vs. Submitted
- Submitted by due date
- Check that it was submitted.



Need Help???

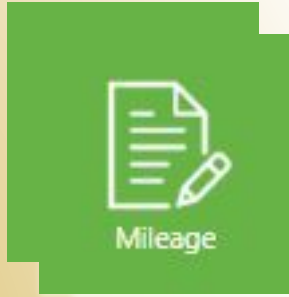
Call or email
Jen Thayer

Monthly Travel Report

- Mileage is for travel incurred while carrying out work duties and responsibilities.
- Only travel from one work location to another
- Only original tolls/parking receipts accepted



Monthly Travel Report (cont.)



- Submitted in SC View (same as time sheet)
- Begin each entry with the **month** and the word **travel**.
- Only turn in monthly (save as a draft until final submission)
Due by the 10th of the following month

Worker's Compensation

If you are injured at work:



- Seek medical attention if necessary
- Report injury to supervisor
- Complete accident report form
- Forward completed form to Matt Bauer.

Purchasing Procedures



- Complete a [requisition](#) (SCView)
- Plan ahead! Allow enough time for processing
- Use current pricing
- Add shipping charges as an item (20%)
(PO's are not considered online for free shipping)
- When received by email, check purchase order for accuracy and place order.



Purchasing cont...

- Purchase only what has been approved and do not exceed PO amount
- PO's must be used for month designated
- All receipts/packing slips must be emailed/sent with copy of PO.
- Clearly mark PO# on receipts and all documents then emailed immediately after purchase whether complete or partial
- Any sales tax, late charges and overages assessed will be charged back to originator

PACKING SLIP

[Company Name] Date:
[Address] Invoice #:
[City, State, Zip Code] Order Number:
[Phone]

QUANTITY UNIT PRICE TOTAL

Total _____

SHIP TO:
[Company Name]
[Address]
[City, State, Zip Code]
[Phone]

Thank You!

Inventory

- Tag all equipment with inventory tag supplied to you
- The tag number must be put on the item it was assigned
- Promptly report any serial & model numbers as requested
- Do NOT dispose of any inventory, complete proper form and give to supervisor (Disposal of an Asset Form)
- Mutilated tags can be replaced



David Default



When equipment is received, use the attached inventory tag(s) to ID the corresponding item(s) as marked. Please complete the requested information for our inventory records, attach the packing slip(s) and return to the treasurers office.

**PROPERTY OF
NORTH POINT E.S.C.**

###

XXXX

Tag #

Item

Serial #

Model #

David Default

Employee

Example H.S.

Location

Tag #

Item

Serial #

Model #

Employee

Location

Tag #

Item

Serial #

Model #

Employee

Location

Tag #

Item

Serial #

Model #

Employee

Location

Fundraising Activities

- Fundraisers need to be approved by the Governing Board BEFORE the scheduled start date of the activity
- Fundraisers involve public funds and are to be accounted for on the financial records of the ESC
- ALL receipts/goods collected must be turned over to the appropriate school official for deposit



Accounting for Money In-Service

Any staff wanting to do **fundraiser** must complete an accounting for money training located in Public School Works. Please contact Treasurer's Office for access.



\$\$\$\$\$

Money

\$\$\$\$\$



- Deposited within 24 hours
- Strictly regulated by the Auditor of State's Office and Ohio law

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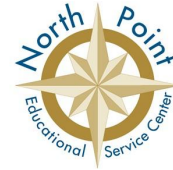


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Http://www.npesc.org

Championing Education

Get a "good understanding" call for help!