

**WOOD COUNTY EDUCATIONAL SERVICE CENTER  
Regular Governing Board Meeting Minutes  
February 27, 2018**

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Mr. **Joe Long**, at 3:00 p.m. with the following members present: Ms. Judith **Hines**, Mr. **Joe Long**, and Ms. Judy **Paredes** and **Mr. Timothy Smith**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Kyle **Kanuckel**, Superintendent.

**Absent:**

**Kathy Limes**, Board Member

**Staff Members Present**

**Kyle Clark**, Prevention Education Director

**Visitors Present**

**Marie Thomas Baird**, Sentinel Tribune Reporter

**Servando Paredes**, Spouse of Judy Paredes

**Featured Program Presentation - Student Recognition @ 4:00**

**Approval of the Minutes**

Mr. Smith moved and Ms. Hines seconded the motion to approve the following minutes:

Organizational Board Meeting – **January 27, 2018**

Regular Board Meeting – **January 27, 2018**

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**REPORTS OF THE TREASURER**

**Approval of Cash Reconciliation Reports** - The Cash Reconciliation Reports for the previous month were provided to each Board member. Members had the opportunity to ask questions or make comments regarding the report. Ms. Paredes moved and Ms. Hines seconded the motion to approve the Cash Reconciliation report for the month of January 2018:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Financial Reports** – Upon the recommendation of the Treasurer, Ms. Hines moved and Mr. Smith seconded the motion to approve the Financial Reports for the month of January 2018:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Bills** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the Bills for the month of January 2018:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Investment Transaction Ledger** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the Investment Transaction Ledger for the month of January 2018:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Grant Amendments** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the following Grant Amendments:

**TANF FY'18 Youth Employment Fund 502-9518**

Last Approved: \$260,000.  
**Amended: \$410,000.**

**ATOD Fund 019-9618**

Last Approved: \$666,078.  
**Amended: \$690,878.**

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Appropriation Modifications** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following Appropriation Modifications:

Special Revenue Funds:	\$274,800.
<b>Total:</b>	<b>\$274,800.</b>

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Service Agreements with Agencies & School Districts** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Service Agreements:

**The Treasurer recommends Board approval of the following Fiscal Year 2018 Service Agreements:**

- Elmwood Local S.D. – PBIS Support Funding
- Lake Local S.D. – PBIS Support Funding
- Otsego Local S.D. – PBIS Support Funding
- Perrysburg E.V.S.D. – PBIS Support Funding
- Rossford E.V.S.D. – PBIS Support Funding
- Northwood Local S.D. – Preschool Teacher – 1 day
- Rossford E.V.S.D. – MD Tutors

**The Treasurer recommends Board approval of the following Fiscal Year 2019 Service Agreements:**

- Elmwood Local S.D. - Consortium Services
- Lake Local S.D. – Consortium Services
- North Baltimore Local S.D. – Consortium Services
- North Baltimore Local S.D. – Specialized Services
- Northwood Local S.D. – Consortium Services
- Northwood Local S.D. – Specialized Services
- Otsego Local S.D. – Consortium Services
- Otsego Local S.D. – Specialized Services

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of OSBA Board Policy Development** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following OSBA Service Agreement for policy development and consultation for a one-year period of time, effective March 1, 2018 through February 28, 2019, at an annual cost of \$425:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of E-Rate Consultant Services Agreement** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following agreement between Wood County ESC and Businessmap (Consultant) and Wood County ESC for E-rate Consultation Services for E-Rate Funding Year 2018-2020 in the amount of \$2,000 annually, to be paid in the quarterly installments as follows:

October	\$500.
January	\$500.
April	\$500.
June	\$500.

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Lawn Care and Snow Removal Contract** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the following 1-year contract with ASD, Inc., for the period of March 6, 2018 through March 31, 2019:

**Lawn Care**

- Mowing, trimming and blowing of debris \$94.32 per mow
- Fertilizer application 4 step program \$238.20 per Application

**Snow Removal**

- Snow Plowing - up to 6" \$75.40 per service
- Sidewalk Clearing \$44.60 per service
- Salt on Sidewalk \$44.60 per service

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**Approval of Resolution Authorizing Contracts with E-Rate Vendors** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following resolution:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

Whereas, the Governing Board is desirous of facilitating the efficient selection of appropriate and qualified E-Rate vendors for technical services and/or equipment for the District:

Be it resolved, as follows:

That the Superintendent and Treasurer are authorized and directed to execute service agreements contracts with selected and qualified E-rate vendors who will provide services and/or materials that are specified in Schools and Libraries Universal Services Form 470 as filed by the Governing Board in FY18.

\_\_\_\_\_  
Joe Long, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gina Fernbaugh, Treasurer/CFO

\_\_\_\_\_  
Date

**Approval of Fixed Asset Disposals** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Fixed Asset Disposals:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

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**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO BOARD**

**Policies/Contracts**

**Recommendation Pertaining to Approval of First Reading of Board Policies**– Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the first reading of the following Board Policies:

ACA/ ACAA	Nondiscrimination on the Basis of Sex/Sexual Harassment
ACA/ ACAA-R	Nondiscrimination on the Basis of Sex/Sexual Harassment
ACAA-E	Sexual Harassment Complaint Form
BCFA	Business Advisory Council to the Board
BDDJ	Broadcasting and Taping of Governing Board Meetings
CCA	Wood County ESC Organizational Chart
DECA	Administration of Federal Grant Funds
DI	Fiscal Accounting and Reporting
DJF-R	Purchasing Procedures ( <i>Regulations</i> )
DN	School Properties Disposal
EBBA	First Aid
EBBA-R	First Aid ( <i>Regulations</i> )
EBC	Emergency Management and Safety Plans
EBC-R	Emergency Management & Safety Plans ( <i>Regulations</i> )
IGA	Basic Curricular Program
IGBB	Programs for Students Who are Gifted
JED	Student Absences and Excuses
JEDA	Truancy
JEFB	Released Time for Religious Instruction
JFCG	Tobacco Use by Students
JFG	Interrogations and Searches
JFG-R	Interrogations and Searches ( <i>Regulations</i> )
KBCD	Broadcasting and Taping of Board Meetings
KG-E2	Facilities Use Agreement

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Franklin B. Walter Scholarship** – Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith seconded the motion to approve the 2018 Franklin B. Walter Scholarship in the amount of \$1,000.

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**Approval of Addition to Salary Schedule**– Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following addition to the 2017-2018 salary schedule for Support Team Resource Coordinator:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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## Staff Personnel

**Recommendations Pertaining to Abolishments, Resignations, Retirements LOAs, RIFs, and Terminations:** - Upon the recommendation of the Superintendent, Ms. Hines moved and Ms. Paredes seconded the motion to approve the following LOA, Resignations & Terminations:

### **Resignations**

**Christina Carr**, CLC Seasonal Program Assistant, effective 02/15/2018  
**Megan Cromley**, Resource Support Coordinator, effective 01/30/2018  
**Jennifer Fishwick**, CLC Seasonal Program Assistant, effective 02/01/2018  
**Grace Hakel**, CLC Seasonal Program Assistant, effective 02/28/2018  
**Kyle Kanuckel**, Superintendent, effective 06/30/2018  
**Heather McGinnis**, NB Paraprofessional, effective 01/05/2018  
**Bailey Moore**, CLC Seasonal Program Assistant, effective 02/20/2018  
**Molli Schmeling**, CLC Seasonal Program Assistant, effective 02/15/2018  
**Linda Sechler**, ELM Speech/Language Substitute, effective 01/19/2018  
**Garrett Tanner**, CLC Seasonal Program Assistant, effective 01/19/2018

### **Supplemental Resignation**

**Robert Moody III**, CLC Program Assistant, effective 02/27/2018  
**Olivia Welch**, Support Team Coordinator Assistant, effective 01/30/2018

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

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**Approval of Employment of Support Personnel** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the employment of the following Support Personnel:

**New Hires for TANF School Year 2017-2018**

**Logan Almaguer**, TANF Student Worker, effective 02/16/2018 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed  
**Maci Barns**, TANF Student Worker, effective 02/16/2018 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed  
**Ashley Burkett**, TANF Student Worker, effective 12/21/2017 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed  
**Collin Chase**, TANF Student Worker, effective 12/18/2017 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed  
**Drake Johnson**, TANF Student Worker, effective 02/12/2018 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed  
**David Pestana**, TANF Student Worker, effective 01/03/2018 – 06/30/2018,  
Maximum 8 hrs p/day, As Needed

**Seasonal New Hires for 2017-2018 through 05/12/2018**

**Alexis Campbell**, CLC Program Assistant, effective 01/25/2018-05/12/2018,  
5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0  
**Jeffrey Campbell**, CLC Program Assistant, effective 01/09/2018- 05/12/2018,  
5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0  
**Morgan Dougal**, CLC Program Assistant, effective 02/08/2018-05/12/2018,  
5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0  
**Madelyne Knapp**, CLC Program Assistant, effective 01/09/2018-05/12/2018,  
5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0  
**Emma Sharpe**, CLC Program Assistant, effective 01/25/2018-05/12/2018,  
5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Seasonal Changes for 2017-2018 School Year**

**Brittany Hoffman**, effective 02/05/2018,  
**From** – CLC Seasonal Team Leader, 5 hrs p/day, 5 days p/wk,  
As Needed, CLC/TL/4  
**To** – Senior Team Leader, 6 hrs p/day, 5 days p/wk, 105 days,  
CLC/STL/0

**New Hires for 2017-2018 School Year**

**Kelley Allred**, Payroll/ Accounting Assistant, effective 02/26/2018,  
7.5 hrs p/day, 5 days p/wk, 90 days, Fiscal/10 +12% – 1 yr limited  
**Elijah Brown**, Para/Student Attendant, effective 01/30/2018,  
7 hrs p/day, 4 days p/wk, 74 days, A/N/0 – 1 yr limited  
**Amy Switzenberg**, Para/Educational Aide, effective 02/05/2018,  
2.5 hrs p/day, 4 days p/wk, 60 days, A/N/2 – 1 yr limited

**Support Staff – Continued****Changes for 2017-2018 School Year**

**Felicia Otte**, School & Community Based Prevention Specialist Liaison, effective 02/05/2018

**From** - 7 hrs p/day, 3 days p/wk, As Needed @ \$19.00 p/hr.

**To** – 7 hrs p/day, 3 days p/wk, As Needed @ \$19.50 p/hr.

**Olivia Welch -**

**From** – ED Para/Educational Aide, 6.75 hrs p/day, 5 days p/wk, 191 days, A/N/7

**To** – Effective 08/14/2017 through 01/28/2018, ED Para/Educ Aide, 6.75 hrs p/day, 5 days p/wk, 114 days & Effective 01/30/2018, Support Team Resource Coordinator, 7 hrs p/day, 5 days p/wk, 77 days, STRC/0 No Degree

**Supplementals for 2017-2018 School Year**

**Jane Bowes**, Secretary/Extra Days, effective 02/23/2018–03/09/2018,

8 hrs p/day, 5 days p/wk, As Needed

**Ellen Frank**, Paraprofessional/Extra Day, effective 01/26/2018, 8 hrs p/day, 1 day,

As Needed, A/N/16

**Felicia Otte**, School & Community Based Prevention Specialist

Liaison, effective 02/05/2018 – 06/30/2018, 7 hrs p/day, 2 days p/wk, As Needed

**Andrea Reed**, Unit Paraprofessional, effective 01/23/2018 – 05/24/2018, Max 20 hrs,

As Needed, UP/0

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

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**Approval of Employment of Certificated Personnel** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the employment of the following Certificated Personnel:

**New Hires for 2017-2018 School Year**

**Addie Gearhart**, BG Home Instruction Tutor, effective 01/29/2018, 1.5 hrs p/day, 2 days p/wk, As Needed, M/5 – 1 yr hrly limited

**Victor Tilstra-Smith**, JRC Summer Teacher Substitute, effective 06/04/2018 – 08/03/2018, 7 hrs p/day, 5 days p/wk, As Needed – 1 yr daily limited

**Supplementals for 2017 – 2018**

**Cheryl Grote**, JRC Summer School Teacher, effective 06/04/2018-08/03/2018, 7 hrs p/day, 4 days p/wk, 34 days

**Diana Neumann**, JRC Summer School Teacher, effective 06/04/2018-08/03/2018, 7 hrs p/day, 4 days p/wk, 34 days

**Jeff Totten**, JRC Summer School Teacher, effective 06/04/2018-08/03/2018, 7 hrs p/day, 4 days p/wk, 34 days

**BGSU Student Internships – Alternative Learning Center Classroom**

Andrew Bailey  
Emily Durham

Cameron Greenlee  
Kaylee Hobbs

**OWENS COTA Student Internships - MD Classrooms**

Kelly Campbell	Francisca Cantu	Samantha Cherney
Desiree Comar	Ashley Goodell	Megan Hackman
Leticia Hatt	Kiegen Hendrix	Felicity Jackson
Brooke Knauss	Amanda Lewallen	Brianna Madlock
Tiffany Malone	Hannah Marston	William McKisson
Brittany Mills	Kylie Neer	Kristen Robnolte
Jason Simon	Jessica Toda	Alyssa Volmar
Grace Wagner	Miranda Watson	Claudia Weber
Deborah Wyss		

**UT Student – Speech/Language Observation**

Alexis Barringer

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

**Approval of Substitute List** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Hines seconded the motion to approve the following certificated teachers and other classified personnel on the following Substitute List. The hire date of the substitutes will be their first day of work:

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

## Governing Board Updates

### Superintendent's Report:

**Kyle Kanuckel, Superintendent**, reported the following:

- Recap of the WCESC Spelling Bee
- Districts seem pleased with the services being provided by the ESC
- A new CLC site at Lake School District will open next school year

### Directors Report -

**Kyle Clark, Prevention Education Director**, reported the following:

- WCADAMHS Youth Survey results will be released on March 9<sup>th</sup> at the Prevention Coalition meeting held at the ESC.
- WCADAMHS has granted the ESC ATOD program an additional \$24,800 in funding to be used the current fiscal year to provide community education and additional services to schools that are not currently receiving services from the ATOD program staff.
- The ESC's Project Aware grant is providing funding to Wood County school districts to implement PBIS – Positive Behavior Interventions and Supports

### Penta Career Center Report:

Judith Parades reported the following:

- The Penta Board elected Ken Sutter (Rossford) as the Vice-President and herself as President.
- A roundabout will be constructed by the entrance of Penta.

### Executive Session

None

### Adjournment

Motion by Ms. Paredes, and Seconded by Ms. Hines, to adjourn the meeting at 4:26 p.m.

*Roll Call: Yeas: Ms. Hines, Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

ATTEST:

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Joe Long, President

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Gina R. Fernbaugh, Treasurer/CFO