

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

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board Vice President, Ms. **Kathy Limes**, at 4:00 p.m. with the following members present: Ms. Judith **Hines**, and Ms. Judy **Paredes** and Mr. **Timothy Smith**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Kyle **Kanuckel**, Superintendent.

Absent:

Joe Long, Board President

Staff Members Present

Susan Spencer, Community Learning Centers Director
Susie Youngpeter, Customer Service & Account Specialist

Visitors Present

Marie Thomas Baird, Sentinel Tribune Reporter
Kyle Gerdeman, North Baltimore High School Student
 Carrie Gerdeman, Parent

Featured Program Presentation – Franklin B. Walter Award Presentation

Kyle Gerdeman, North Baltimore High School

Approval of the Minutes

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

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

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 Mr. Smith seconded the motion to approve the Cash Reconciliation report for the month of February 2018:

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 February 2018:

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

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

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 February 2018:

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

Approval of Donations to Wood County ESC – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following cash donations made to the Wood County ESC:

- \$2,800.00 Hancock-Wood Electric Cooperative**
(to benefit the MD Program)
- \$200.00 Thrive Childcare**
(to benefit the MD Program)
- \$100.00 Dillin Engineered Systems Corp.**
(to benefit the MD Program)

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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. Hines seconded the motion to approve the following Service Agreements for Fiscal Year 2018 and Fiscal Year 2019:

Fiscal Year 2018

- Penta Career Center – Intervention Specialist
- Eastwood Local. S.D. – PBIS Support Funding
- Northwood Local S.D. – PBIS Support Funding

Fiscal Year 2019

- Bowling Green C.S.D. – Consortium Services
- Bowling Green C.S.D. – Specialized Services
- Lake Local S.D. – Specialized Services

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

Approval of Workers' Compensation Program Group Rating year 2019 – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following Group Retrospective Service Agreement between Sheakley UniService, Inc., and Wood County Educational Service Center, effective January 1, 2019 through December 31, 2019 at an enrollment cost of \$3,150:

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

Approval of HVAC Prevention Maintenance Service Agreement – Upon the recommendation of the Treasurer, Ms. Hines moved and Mr. Smith seconded the motion to approve the following one-year renewal contract with Gearhart Plumbing & Heating in the amount of \$2,887 for HVAC Preventative Maintenance for the period of July 1, 2018 through June 30, 2019:

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

Approval of Banfax Pest Control Services – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following

Term of Contract:	7/1/2018 – 6/30/2019
Service Terms:	Bi-monthly beginning 7/1/2018
Cost:	\$40 per spray for crawling insects
	\$97 per spray for clover mites
	\$105 per spray for bees, wasps, and hornets
	\$320 per spray for fleas – entire building
	\$150 per spray for fleas – half of building

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

Approval of Uncollectible Accounts – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Community Learning Center (CLC) accounts as uncollectible:

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

Approval of Superintendent Search Contract – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the following contract with the Educational Service Center of Lake Erie West to perform a Superintendent Search for Wood County Educational Service Center.

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

SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS TO BOARD

Policies/Contracts

Recommendation Pertaining to Approval of Second Reading and Adoption of Board Policies– Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the Second Reading and Adoption 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, Ms. Limes, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.

Approval of Non-Salary Schedule Staff – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Non-salary Schedule Staff for the 2018-2019 school year:

Prevention Education Director	1.9%
Prevention Administrative Assistant.....	1.9%
Prevention Specialists - Salaried.....	1.9%
Prevention Specialists - Hourly.....	1.9%
Prevention Specialist Liaison	1.9%
Prevention Specialist/YMHFA Trainer - Salaried	1.9%
Prevention Specialist/YMHFA Trainer - Hourly	1.9%
Project Aware Program Manager	1.9%
Drug Free Community Grant Coordinator	1.9%
ESC Custodian.....	1.9%
Executive Secretary	1.9%
Parent Mentor	1.9%
YEP Community Outreach Case Manager	1.9%
YEP Specialist	1.9%
BG Middle School Secretary.....	1.9%
ELM School Psychologist	1.9%
EW Technology Assistant.....	1.9%
EW Intervention Consultant.....	1.9%
EW Project Success Coordinator	1.9%
EW Secretary of Special Ed	1.9%
LK Nurse for Lake.....	1.9%
NW Nurse for NW	1.9%
Penta OGT Instructor	1.9%
NWOET Director.....	0%
NWOET Assoc Director of PD	0%

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

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Approval of 9/10 Month In-House Staff Calendar– Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Hines seconded the motion to approve the 9 month/10-month In-House Staff Calendar for the 2018-2019 school year

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

Approval of North Baltimore and Grand Rapids Chamber of Commerce Memberships– Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following Chamber of Commerce 2018-2019 Memberships:

North Baltimore	\$100.
Grand Rapids	\$50.

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

Approval of Resolution on School Safety in Schools – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following Resolution Supporting School Safety and Reducing Violence in Schools:

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RESOLUTION
(Supporting School Safety and Reducing Violence in Schools)

WHEREAS, school violence has become an epidemic in the United States of America;

WHEREAS, the children and school employees of our nation deserve to attend school without fear of death or injury, and their families deserve to send them to school without the same fear;

WHEREAS, there is a mutual responsibility of all citizens to address this problem and the responsibility for preventing violent incidents cannot be relegated to school districts alone;

WHEREAS, school board members, administrators, employees and community members should work together with lawmakers, legal counsel, law enforcement and security experts to determine how best to ensure student safety in their district;

THEREFORE, BE IT RESOLVED that the Wood County Educational Service Center Governing Board implores the President of the United States, the Governor of the State of Ohio, the United States Congress, and the Ohio General Assembly to prioritize the protection of students and school employees by enacting legislation with funding for the following:

1. Enhances mental health services and substance abuse treatment so that all individuals, including children, have sufficient access to these services.
2. Increased access to school safety measures, including, but not limited to, School Resource Officers (SROs), school safety infrastructure, and other security measures designed to protect students and staff from an active shooter on school grounds.
3. Training for school employees and enhanced coordination with law enforcement agencies and first responders to ensure appropriate responses to incidents of violence in schools.
4. Preserving the balance between the right to own firearms and the protection of students and school employees from any act of violence.

 Governing Board President

 Treasurer/CFO

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

Approval of Project AWARE Evaluation Agreement – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following consulting contract between Bill Ivoska and Wood County ESC Project AWARE, effective March 27, 2018 through September 1, 2018, in the amount of \$500:

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

Approval of First Presbyterian Church Lease Agreement – Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith seconded the motion to approve the following lease agreement between Wood County ESC and First Presbyterian Church for the rental of two classrooms to house the Alternative Learning Center classes. The lease runs from July 1, 2018 through June 30, 2019 at a fee of \$200 per month.

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

Staff Personnel

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

Resignation Resignations

Alissa Brown, CLC Senior Team leader, effective 03/23/2018

(returning to CLC Program Assistant)

Holly DeSelms, CLC Site Supervisor, effective 04/03/2018

Sarah Drummond, CLC Tutor, effective 03/09/2018

Mary Hemmelgarn, CLC Seasonal Program Assistant, effective 04/27/2018

Haley McConnell, CLC Seasonal Program Assistant, effective 05/04/2018

Brandon Paulus, CLC Site Coordinator position, effective 03/02/2018

(returning to CLC Sr. Team Leader)

Elizabeth Ritter, CLC Seasonal Program Assistant, effective 02/05/2018

Doris Schulte, Personnel Secretary / EMIS, effective 06/30/2018

Samantha Stockmaster, Intervention Specialist, effective 08/10/2018

Supplemental Resignation

Crystal Beat, CLC Seasonal Team Leader, effective 03/12/2018

Doris Schulte, EMIS Coordinator, effective 06/30/2018

Doris Schulte, Personnel Secretary Extra Hours, effective 06/30/2018

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

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

New Hires for TANF School Year 2017-2018

Rosa Navarro, TANF Student Worker, effective 02/22/2018 – 06/30/2018, Maximum 8 hrs p/day, As Needed

Seasonal New Hire for 2017-2018

Olivia Martin, NWOET Receptionist/Clerical Assistant Student, effective 03/13/2018 – 05/11/2018, Max 18 hrs p/wk, As Needed

Tiara Neal, CLC Seasonal Program Assistant, effective 03/16/2018, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Seasonal ReHire for 2017-2018

Alissa Brown, CLC Seasonal Program Assistant, effective 03/26/2018-05/12/2018, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

New Hires for 2017-2018 School Year

None

Rehires for 2017-2018 School Year

Brandon Paulus, CLC Senior Team Leader, effective 03/05/2018, 6 hrs p/day, 5 days p/wk, 85 days, CLC/STL/1

Changes for 2017-2018 School Year

Martina Weems, CLC Senior Team Leader, effective 03/06/2018

From – 6 hrs p/day, 5 days p/wk, CLC/STL/0

To – 56 days, 6 hrs p/day, 5 days p/wk, CLC/STL/0 & 84 days, 6 hrs p/day, 5 days p/wk CLC/STL/3

Supplementals for 2017-2018 School Year

Devoren Garn, NW Bus Para, effective 04/04/2018-05/30/2018, 1.25 hrs p/day, 2 days p/wk, As Needed

Mary Gase, YMHFA Trainer, effective 04/29/2018-06/30/2018, As Needed

Elizabeth Niederkorn, Para/Educational Aide Extra Hours, effective 03/09/2018-06/01/2018, As Needed, Max 50 hrs

Felicia Otte, YMHFA Trainer, effective 04/29/2018-06/30/2018, As Needed

Intern for ATOD & DFC Programs

James Posey

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

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

New Hires for 2017-2018 School Year

None

Changes for 2017-2018 School Year

None

Supplementals for 2017 – 2018

Anita Walker, Preschool Intervention Specialist, effective 03/09/2018-06/01/2018,
As Needed, Maximum 50 hrs.

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

Approval of Recommendation Pertaining to Classified Seasonal Summer 2018 & New Classified Contracts for 2018-2019 - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the employment of the Classified Seasonal Summer 2018 & New Classified Contracts for the 2018-2019 School Year:

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

Approval of Recommendation Pertaining to New Certified Contracts for 2018-2019 - Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith seconded the motion to approve the employment of the Certified Personnel for the 2018-2019 school year:

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

Approval of Recommendation Pertaining to Non-Renewals for 2018-2019 - Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the Non-Renewals for the 2018-2019 School Year:

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

Governing Board Updates

Directors Report -

Susan Spencer, CLC Director, reported the following:

- Submitting one renewal and two new 21st Century grant applications for FY19.
- Providing a free in-service for parents, in cooperation with Key Bank entitled “Money Smart and Credit” on April 10th from 5-7:30 pm. Childcare and dinner will be provided.
- Gearing up for the CLC Summer Programs that will be held at 8 elementary school locations throughout the county. This year’s theme will be “Back to the Future.” Billboards advertising the summer program will be going up throughout the county.
- Distributed an email Program Supervisor Fallis received from a parent whose child attended the CLC program during her elementary years. The child is graduating from high school this year, and is requesting Mr. Fallis attend the graduation, as he had such a positive impact on the entire family.

Penta Career Center Report:

Judith Parades reported the following:

- Penta will be holding a STEM camp June 11-15 and a Robotics camp June 18-20 at a cost of \$50 per day.
- Of the 601 seniors at Penta, 427 have met graduation requirements and 174 are in the process of meeting those requirements. Penta staff is working closely with home districts to ensure all requirements are met.
- Math is being incorporated into the junior Welding program and English will be incorporated in the Medical Technician program next year.

Legislative Liaison Report:

Tim Smith reported the following:

- S.B. 226 was passed by both the House and Senate allowing for an annual tax-free holiday on school supplies the first three days of August.
- Sub H.B. 438 establishes policy on how to appoint additional members to an ESC governing board.

Executive Session

None

Adjournment

Motion by Ms. Hines, and Seconded by Ms. Paredes, to adjourn the meeting at 4:40 p.m.

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

ATTEST:

Kathy Limes, Vice-President

Gina R. Fernbaugh, Treasurer/CFO