

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**Regular Governing Board Meeting Minutes**  
**January 22, 2019**

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 4:04 p.m. with the following members present: Ms. Judy **Paredes** and Mr. Timothy **Smith**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Mark **North**, Superintendent.

**Absent:** Ms. Judy Hines  
 Ms. Kathy Limes

**Staff Members Present**

Kyle **Clark**, Prevention Education Director  
 Susan **Spencer**, Community Learning Centers Director

**Visitors Present** – Marie Thomas Baird, Sentinel Tribune Reporter

**Featured Program** – None

**Approval of the Minutes** - Upon the recommendation of the Treasurer Ms. Paredes moved and Mr. Long seconded the motion to approve the following minutes of the Regular Board Meeting held November 27, 2018. *No meeting held in December 2018.*

***Roll Call:*** Yeas: 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 Mr. Long seconded the motion to approve the Cash Reconciliation report for the month of November 2018 and December 2018:

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

**Approval of Financial Report** – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to approve the Financial Report for the month of November 2018 and December 2018:

*Roll Call: Yeas: 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. Long seconded the motion to approve the Bills for the month of November 2018 and December 2018:

*Roll Call: Yeas: 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 Mr. Long seconded the motion to approve the Investment Transaction Ledger for the month of November 2018 and December 2018:

*Roll Call: Yeas: 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. Long moved and Ms. Paredes seconded the motion to approve the following Fiscal Year 2019 Service Agreements:

- Eastwood Local S.D. – PBIS Support Funding
- Northwood Local S.D. – PBIS Support Funding
- Otsego Local S.D. – Paraprofessional Services

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

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

*Roll Call: Yeas: 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 Mr. Long seconded the motion to approve the following E-Rate Vendor Resolution:

*Roll Call: Yeas: 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 FY19.**

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**, Board Vice-President**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

**Approval of Public Records Training Designee** – Upon the recommendation of the Treasurer, Mr. Long moved and Ms. Paredes seconded the motion to designate the Executive Secretary to the Superintendent, to attend H.B. 9 Public Records Training. Training will cover the terms of office for Board Members whose terms began January 1, 2018: Judith Hines, Judith Paredes, and Timothy Smith.

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

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

**Policies/Contracts**

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

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

<b>AC</b>	<b>Nondiscrimination</b>
<b>CCA</b>	<b>Organizational Chart</b>
<b>DGA</b>	<b>Authorized Signatures</b>
<b>GBH</b>	<b>Staff-Student Relations</b>
<b>JHH</b>	<b>Notification about Sex Offenders</b>
<b>JM</b>	<b>Staff - Student Relations</b>

**Recommendation Pertaining to Second and Final Reading of Board Policy** – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the second and final reading of the following Board Policy:

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

<b>DJH</b>	<b>Credit Cards</b>
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**Recommendation Pertaining to Affiliation Agreement with University of Akron** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the Affiliation Agreement with University of Akron:

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

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**Recommendation Pertaining to OSBA Annual Membership** – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the following membership between OSBA and Wood County ESC, effective January 2019 through December 2019:

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

<b>Annual Membership Dues</b>	<b>\$3,086.</b>
School Management News – electronic only	150.
OSBA Briefcase – electronic only	FREE
<b>Total</b>	<b>\$3,236</b>

**Recommendation Pertaining to Wood County Economic Development Commission Membership** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the following membership between Wood County Economic Development Commission and Wood County ESC, effective January 1, 2019 through December 31, 2019, in the amount of \$500:

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

**Recommendation Pertaining to Bowling Green Community Development Foundation** – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the following membership between Bowling Green Community Development Foundation and Wood County ESC, effective January 2019 through December 2019, in the amount of \$750:

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

**Recommendation Pertaining to Secure Shredding** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the following agreement between Allshred Services and Wood County ESC, effective January 5, 2019 through June 30, 2020:

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

**Recommendation Pertaining to Independent Trainer Agreement** - Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the following Independent Trainer Agreement between Prevention Action Alliance and Wood County ESC, effective January 1, 2019 through April 30, 2019, at a cost of \$2,500:

*Roll Call: Yeas: 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. Paredes moved and Mr. Long seconded the motion to approve the following LOA, Resignations & Terminations:

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

### Resignations

**Taylor Abair**, CLC Seasonal Program Assistant, effective 01/09/2019  
**Tramel Chandler**, CLC Seasonal Program Assistant, effective 11/23/2018  
**Joseph Dubbert**, CLC Seasonal Program Assistant, effective 12/21/2018  
**Gail Eckhart**, Paraprofessional, effective 12/20/2018  
**Taylor Evans**, NWOET Tech Support Student, effective 12/11/2018  
**Alexandria Gaus**, Paraprofessional, effective 01/18/2019  
**Danialle Horner**, Paraprofessional, effective 01/03/2019  
**Karen Lindquist**, Exec Secretary to the Superintendent, effective 06/30/2019  
**Taylor McCreary**, CLC Seasonal Program Assistant, effective 12/13/2018  
**Jaime Montague**, CLC Seasonal Program Assistant, effective 12/14/2018  
**Erin Nietz**, Paraprofessional, effective 01/01/2019  
**Brandon Stirn**, CLC Seasonal Program Assistant, effective 12/31/2018  
**Taylor Thompson**, CLC Seasonal Program Assistant, effective 01/08/2019

### Unpaid Medical Leave of Absence

**April Partlow**, Paraprofessional, effective 11/26/2018 – 01/23/2019

### Retirement

**Anita Walker**, Preschool Teacher, effective 07/01/2019

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

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

**At-Will New Hires**

**Paul Bogdan**, WIOA Student Worker, effective 11/26/2018 – 06/30/2019,  
As Needed, Max 8 hrs p/day

**Orian Crimmins**, TANF Student Worker, effective 12/13/2018 –  
06/30/2019, As Needed, Max 8 hrs p/day

**Justine Morris**, WIOA Student Worker, effective 11/29/2018 – 06/30/2019,  
As Needed, Max 8 hrs p/day

**Seasonal New Hires**

**Misty Lovejoy**, NWOET Receptionist, effective 01/02/2019 – 05/24/2019,  
As Needed, Max 20 hrs p/wk, NWOET/1

**Nishitha Reddy Narreddi**, NWOET Receptionist, effective 01/02/2019 –  
05/24/2019, As Needed, Max 15 hrs p/wk, NWOET/1

**Megan Rodgers**, CLC Seasonal Program Assistant, effective 01/02/2019 –  
05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**New Hires for 2018-2019 School Year**

**Markesha Frazier**, Para/Educational Aide, effective 12/10/2018, 6.5 hrs p/day,  
5 days p/wk, 103 days, A/N/7 – 1 yr limited

**Delores Haynes**, Para/Student Attendant, effective 11/06/2018,  
6.75 hrs p/day, 5 days p/wk, 134 days, A/N/3 – 1 yr limited

**Haley Johnson**, Para/Educational Aide, effective 01/07/2019, 6.75 hrs p/day,  
5 days p/wk, 98 days, A/N/3 – 1 yr limited

**Vanessa Turner**, Para/Educational Aide, effective 01/02/2019, 6.75 hrs p/day,  
5 days p/wk, 101 days, A/N/5 – 1 yr limited

**Changes for 2018-2019 School Year**

**Alexis Campbell, effective 01/21/2019**

From – CLC Program Assistant, 5 hrs p/day, 5days p/wk, As Needed, CLC/PA/1

To – CLC Program Assistant, 5 hrs p/day, 5days p/wk, As Needed, CLC/PA/3

**Ellie Miller, CLC Program Assistant, effective 01/02/2019,**

From – 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

To – 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/3

**Danialle Horner, Para/Educational Aide, effective 11/26/2018**

From – 6.5 hrs p/day, 4 days p/wk, 95 days

To – 6.5 hrs p/day, 4 days p/wk, As Needed

**Nathan James, effective 01/07/2019**

From – Paraprofessional, 6.75 hrs p/day, 5 days p/wk, 95 days

To – Special Contract Employee, 6.75 hrs p/day, 5 days p/wk, 95 days



**Classified Staff - Continued**

**Supplementals for 2018-2019**

**Margaret Adams**, Unit Paraprofessional, effective 01/09/2019-05/31/2019,  
As Needed, Max 10 hrs. UP/3

**Kaye Cullis**, Professional Development (PAX), effective 01/11/2019,  
6.75 hrs, 1-day training, A/N/4

**Catherine Grice**, Unit Paraprofessional, effective 11/19/2018 – 05/23/2019,  
As Needed, Max 10 hrs, UP/0

**Caylee Hewitt**, Unit Paraprofessional, effective 12/01/2018 – 05/25/2019,  
As Needed, Max 15 hrs, UP/3

**Alicia Leslie**, Personnel Secretary Extra Hours / AESOP, effective  
01/07/2019 – 06/30/2019, As Needed

**Michelle McIntyre**, Para/Educational Aide, effective 01/17/2019 –  
05/23/2019, Max 31 hrs, As Needed, A/N/7

**Aimee Miller**, Unit Paraprofessional Lunch Coverage, effective 11/30/2018-  
01/11/2019, .5 hrs p/day, As Needed, Max 10 hrs, UP/2

**Monica Pillen**, Professional Development (PAX), effective 01/11/2019,  
6.75 hrs, 1-day training, A/N/3

**Mandy Rudd**, Professional Development (PAX), effective 01/11/2019,  
6.75 hrs, 1-day training, A/N/1

**Tiffany Watson**, Unit Paraprofessional, effective 01/17/2019-  
05/31/2019, As Needed, Max 10 hrs. UP/3

**Marcie Welling**, Unit Paraprofessional Lunch Coverage, effective 11/30/2018-  
01/11/2019, .5 hrs p/day, As Needed, Max 10 hrs, UP/3

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

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

**Supplemental 2018-2019 School Year**

**Julie Lach**, Home Instruction Tutor, effective 12/20/2018 – 03/01/2019

As Needed, Max 18 hrs, M/26

**Anita Walker**, Intervention Specialist Extra Hours, effective

01/07/2019, As Needed, Max 10 hrs.

**New Hire for Summer JRC Classes**

**Kyle Kanuckel**, JRC Summer Teacher, effective 06/03/2019 – 07/31/2019,

7 hrs p/day, 2 days p/wk, 18 days

**Summer Supplementals**

**Andy Friess**, JRC Summer Teacher, effective 06/04/2019 – 08/01/2019,

7 hrs p/day, 2 days p/wk, 17 days,

**Dianna Newmann**, JRC Summer Teacher, effective 06/03/2019 – 08/01/2019,

7 hrs p/day, 4 days p/wk, 35 days,

**Jeff Totten**, JRC Summer Teacher, effective 06/03/2019 – 08/01/2019, 7 hrs p/day,

4 days p/wk, 35 days,

**Approval of Substitute List** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long 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: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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## Governing Board Updates

### Superintendent Report – Mr. North reported the following:

- Updates on the Business Advisory Council meetings that were held on December 7<sup>th</sup> and January 14<sup>th</sup>.

### Directors Report -

#### **Susan Spencer, Community Learning Centers Director reported:**

- Since 2015, student enrollment has doubled in the CLC programs.
- Currently there are student waitlists at most of the CLC sites.

#### **Kyle Clark, Prevention Education Director reported:**

- The Project Aware staff are very busy providing trainings throughout the county.
- Working on a new application for **the** Drug Free grant, years 6-10.
- Will be submitting the '19-'20 ATOD grant proposal to the WCADAMHS board in March.

### Penta Career Center Report – Judy Paredes reported:

- Judith Paredes was elected President and Ken Sutter as Vice-President of the Penta Career Center board.
- Penta will be hosting the Skills USA regional competition on February 15, 2019. The event will be held at Cedar Creek Church with approximately 175 judges, 500 students, and 900-1000 people in attendance. Winners at the regional competition will compete in the state competition in Columbus on April 16 – 17, 2019.
- Discussed the possibility of including Penta Career Center students in the WCESC Student of the Month recognition program.

### Executive Session

None

### Adjournment

Motion by Ms. Paredes, and Seconded by Mr. Long, to adjourn the meeting at 5:25 p.m.

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

ATTEST:

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Kathy Limes, Board President

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Gina R. Fernbaugh, Treasurer / CFO