

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**Regular Governing Board Meeting Minutes**  
**March 26, 2019**

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

**Absent:**

Mr. Joe **Long**

**Staff Members Present**

Kyle **Clark**, Prevention Education Director

Susan **Spencer**, Community Learning Centers Director

**Visitors Present**

Bill **Ivoska**, Program Evaluator

Joe **Taylor**, MD Special Education Supervisor

**Featured Program Presentations**

Bill **Ivoska**, Program Evaluator, 21<sup>st</sup> Century Learning Centers, Stars Program

Joe **Taylor**, MD Special Education Supervisor - Talent Ed Presentation

**Approval of the Minutes**

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

Regular Board Meeting – **February 26, 2019**

*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 2019:

*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 2019:

*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, Ms. Paredes moved and Ms. Hines seconded the motion to approve the Bills for the month of February 2019:

*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, Mr. Smith moved and Ms. Hines seconded the motion to approve the Investment Transaction Ledger for the month of February 2019:

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

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

<b>Amount</b>	<b>Grant Title</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Fund/Spcc</b>
\$4,000	Prevention Action Alliance Environmental Scans FY19	03/28/19	05/07/19	499-9119

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

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

Project AWARE FY'19 – Fund 599-9919	
Original:	\$474,213
<b>Amended:</b>	<b>\$524,213</b>

*Roll Call: Yeas: Ms. Hines, Ms. Limes, 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:	\$54,000
<b>Total:</b>	<b>\$54,000</b>

*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 2019 and Fiscal Year 2020:

**Fiscal Year 2019**

- North Baltimore L.S.D. – PBIS Support Funding
- Perrysburg E.V.S.D. – ATOD On-Site Services

**Fiscal Year 2020**

- Bowling Green C.S.D. – Consortium Services
- Bowling Green C.S.D. – Specialized Services
- Elmwood L.S.D. - Consortium Services
- North Baltimore L.S.D. - Consortium Services
- North Baltimore L.S.D. – Specialized Services
- Perrysburg E.V.S.D. - Consortium Services
- Perrysburg E.V.S.D. – Specialized Services

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

**Approval of Fire & Security System Service Agreement** – Upon the recommendation of the Treasurer, Ms. Hines moved and Mr. Smith seconded the motion to approve the following Fire & Security System Service Agreement:

• Fire Alarm testing and Inspecting	\$572.00
• Fire Alarm Monitoring	\$420.00
• Intrusion Panel testing & Inspecting	\$500.00
• Intrusion Monitoring	\$370.75
<b>Total</b>	<b>\$1,862.75</b>

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

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

Term of Contract:	07/01/2019 – 06/30/2020
Service Terms:	Bi-monthly, beginning 07/01/2019
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 – ½ building

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

**Approval of HVAC Preventative 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 service agreement with Gearhart Plumbing & Heating in the amount of \$2,909 for HVAC Preventative Maintenance for the period of July 1, 2019 through June 30, 2020:

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



**Approval of Evaluation Service Agreement** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following consultant contract between Bill Ivoska and Wood County Educational Service Center, effective March 26, 2019 through May 7, 2019, at a cost of \$500:

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

**Approval of Change in 2019-2020 Salary Schedule** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Hines seconded the motion to approve the following change, of the 2019-2020 In-School Reassignment Coordinator (Perrysburg) Salary Schedule:

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

**Approval of 9-10 Month In-House Staff 2019-2020 Calendar** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following 9/10 Month In-House Staff Calendar for the 2019-2020 school year:

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

**Approval of Children’s Resource Center Agreement** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following agreement between the CRC and Wood County ESC, effective August 1, 2019 through June 30, 2020:

Community Workers / Therapist	\$32,397.
Building Usage	\$35,617.
Total:	\$68,014

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

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**Approval of Abolishment of Position for 2019-2020** - Upon the recommendation of the Superintendent, Ms. Hines moved and Mr. Smith seconded the motion to approve the following Abolishment of the Outreach Coordinator/Instructional Assistant position at the Alternative School:

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

**Approval of ED Programs Suspension Procedures** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following ED Programs Suspension Procedures to be included in the student handbooks:

*Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 Mr. Smith seconded the motion to approve the following LOA, Resignations & Terminations:

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

### **Resignations**

**Rachel Beaudoin**, Paraprofessional, effective 03/29/2019

**Zachary Chambers**, CLC Seasonal Program Assistant, effective 03/12/2019

**Alaina Coe**, Para/Student Attendant, effective 03/14/2019

**McKenzie Kidd**, CLC Seasonal Program Assistant, effective 03/12/2019

**Samantha Kopf**, CLC Seasonal Program Assistant, effective 03/13/2019

**Jennifer McLamb**, Paraprofessional, effective 03/14/2019

**Pam Miller**, Paraprofessional, effective 08/05/2019

**Alyssa Roth**, Paraprofessional, effective 04/12/2019

**Katherine Swartz**, CLC Seasonal Program Assistant, effective 03/04/2019

**Jamie Szychowski**, CLC Seasonal Program Assistant, effective 03/06/2019

### **Unpaid Leave of Absence**

**Carlena Oakley**, Paraprofessional, effective 04/22/2019 – 05/23/2019

### **Job Abolishment**

**Jennifer Irvin**, Alternative Outreach Coordinator, effective August 5, 2019

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

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

**New Hire Seasonal Staff**

**Ashley Burkett**, TANF Student Worker, effective 03/11/2019-06/30/2019,  
As Needed, Maximum 8 hrs p/day

**Charity Henderson**, CLC Seasonal Program Assistant, effective 03/05/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Caroline Hunt**, CLC Seasonal Program Assistant, effective 03/07/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Hailey Peffer**, CLC Seasonal Program Assistant, effective 03/11/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Deonna Turner**, CLC Seasonal Program Assistant, effective 03/05/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Benjamin Tobe**, CLC Seasonal Program Assistant, effective 03/11/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

**Alicia VanScoder**, CLC Seasonal Program Assistant, effective 03/14/2019-05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

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

**April Bryant**, Para/Student Attendant, effective 03/19/2019,  
6.75 hrs p/day, 5 days p/wk, 52 days, A/N/5 – 1 yr limited

**Joy Torres**, Youth Empowerment Project Specialist, effective 03/01/2019,  
5 days p/wk, Max 20 hrs p/wk, As Needed - 1 yr limited

**Changes for 2018-2019 School Year**

**Markesha Frazier, effective 03/02/2019**

From – Para/Educational Aide, 6.5 hrs p/day, 5 days p/wk, 103 days, A/N/7

To – Para/Educ Aide, 6.5 hrs p/day, 5 days p/wk, 63 days &

Unit Paraprofessional, 6.5 hrs p/day, 5 days p/wk, 40 days, UP/0

**Samantha Schrader, effective 03/11/2019**

From – Para/Educational Aide, 6.5 hrs p/day, 5 days p/wk, 186 days

To – Para/Educational Aide, 6.5 hrs p/day, 5 days p/wk, 138 days &

Unit Paraprofessional, 6.5 hrs p/day, 5 days p/wk 48 days

**Supplemental for 2018-2019 School Year**

**Milan Karna**, OCPC Specialist Gambling Scans, effective 03/28/2019 – 05/07/2019, As Needed, Max 65 hrs

**Jeanine Lindquist**, OTI – Teen Institute Coordinator, effective 06/01/2019- 06/30/2019, Maximum 84.85 hrs, As Needed

**Samantha Schrader**, Unit Paraprofessional Extra Hours, effective 03/04/2019–06/30/2019, 4 hrs p/day Max, 5 days p/wk, Max 40 hrs, As Needed, UP/0

**Supplemental Change for 2018-2019**

**Christy Bennett**, Para-Extra Hours, effective 03/01/2019 – 05/25/2019

From – As Needed, Max 20 hrs

To – As Needed, Max 70 hrs

**2019-2020****Rehire for 2019-2020 School Year**

**Joy Torres**, Youth Empowerment Project Specialist, effective 07/01/2019, 5 days p/wk, Max 20 hrs p/wk, As Needed

**Changes for 2019-2020 School Year**

**Stephanie Dyar**, effective 07/01/2019

From – Receptionist/AESOP Coordinator, 7 hrs p/day, 5 days p/wk, 262 days, Secty/7

To – Personnel Secretary/AESOP Coordinator, 7 hrs p/day, 5 days p/wk, 262 days, Secty/11

**Supplemental for 2019-2020 School Year**

**Melanie Feather**, Fiscal Data Specialist, effective 07/01/2019-06/30/2020, Max 5 hrs p/wk, As Needed

**Naomi Stickles**, Secretary Extra Hours, effective 08/01-2019 – 06/30/2020 Max 40 hrs p/year, As Needed

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

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

**Supplemental for 2018- 2019 School Year**

**Lindsey Simpson**, Psychologist Extra Days, effective 05/31/2019-07/31/2019, As Needed, Max 5 days

**Joy Torres**, YEP Curriculum Consultant, effective 03/01/2019 – 06/30/2019, 5 days p/wk, Max 9 hrs p/wk, As Needed

**2019-2020**

**Change for 2019-2020 School Year**

**Julie Iannantuono, School Improvement Specialist, effective 08/01/2019**

From – 7 hrs p/day, 5 days p/wk, 205 days

To – 7 hrs p/day, 2.5 days p/wk, 102.5 days

**Lindsey Simpson, School Psychologist, effective 08/05/2019,**

From 7 hrs p/day, 5 days p/wk, 220 days

To – 7 hrs p/day, 5 days p/wk, 260 days

**Supplemental for 2019- 2020 School Year**

**Joy Torres**, YEP Curriculum Consultant, effective 07/01/2019 – 06/30/2020, 5 days p/wk, Max 9 hrs p/wk, As Needed

**BGSU Interns**

**Sarah Boyk @ Alternative School**

**Madison Bowe @ Alternative School**

**Laura Geiseler @ PATHE**

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**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 New Classified Contracts for the 2019-2020 School Year** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the New Classified Contract for 2019-2020 School Year:

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

**Approval of New Certified Contracts for the 2019-2020 School Year** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Hines seconded the motion to approve the New Certified Contract for 2019-2020 School Year:

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

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## Governing Board Updates

### Directors Report -

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

- The ATOD staff facilitated the Junior High Teen Institute Retreat that was held at Eastwood MS with over 50 middle school students from around the county in attendance.
- Project Aware Director provided Trauma training for CLC Stars staff and teachers.
- Submitted a \$50,000 p/year, 4-year grant application for the Sober Truth on Preventing Alcohol or the STOP Act.
- Received a \$4,000 stipend from the Prevention Action Alliance to train and conduct environmental scans on gambling.
- Kyle Clark and Milan Karna will be presenting at the “Is Marijuana Good for Public Health” symposium on April 4<sup>th</sup> at BGSU.

**Susan Spencer, Community Learning Centers Director**, reported the following:

- Reviewed the statistical information concerning the 21<sup>st</sup> Century Learning Centers’ Stars Program evaluation.

### **Penta Career Center Report – February 6, 2019 Board Meeting**

**Judith Parades reported the following:**

- Superintendent Ron Matter resigned effective July 31, 2019. Mr. Ed Ewers, Assistant Superintendent will replace Mr. Matter.
- Honored Joe Rutherford for his 16 years of service on the Penta Board (2003-2018).
- Penta’s Formula Student Racers were selected for 1<sup>st</sup> and 2<sup>nd</sup> place in the High School Division of AutoRama.
- Mike Harrigan, Supervisor, Student Affairs Office, spoke about a voluntary Drug Free program for students proposed in the 2019-2020 school year.

### Executive Session

None

### Adjournment

Motion by Ms. Paredes, and Seconded by Ms. Hines, to adjourn the meeting at 4:15 p.m.

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

ATTEST:

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Kathy Limes, President

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Gina R. Fernbaugh, Treasurer/CFO