

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
April 16, 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 4:00 p.m. with the following members present: Ms. Judith **Hines**, Mr. Joe **Long**, Ms. Judy **Paredes** and Mr. Timothy **Smith**. Also present: Ms. Gina **Fernbaugh**, Treasurer, Mr. Mark **North**, Superintendent.

Absent:

None

Staff Members Present

Kyle **Clark**, Prevention Education Director
 Susan **Spencer**, Community Learning Centers Director
 Susie **Youngpeter**, CLC Customer Service Account Specialist
 Stephanie **Dyar**, Receptionist

Visitors Present –

Elena **North** – 1st Place, WCESC Logo Contest, Bowling Green High School
 Marie **Thomas Baird** – Sentinel Tribune Reporter

Approval of the Minutes

Ms. Paredes moved and Mr. Smith seconded the motion to approve the following minutes:
 Regular Board Meeting – **March 26, 2019**

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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. Hines moved and Mr. Long seconded the motion to approve the Cash Reconciliation report for the month of March 2019:

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

Approval of Financial Reports – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the Financial Reports for the month of March 2019:

Roll Call: Yeas: Ms. Hines, Ms. Limes, Mr. Long, 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. Paredes seconded the motion to approve the Bills for the month of March 2019:

Roll Call: Yeas: Ms. Hines, Ms. Limes, Mr. Long, 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 March 2019:

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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, Ms. Hines moved and Mr. Long seconded the motion to approve the following Service Agreements for Fiscal Year 2020:

Fiscal Year 2020

- **Elmwood L.S.D.** – Alternative School Services
- **North Baltimore L.S.D.** – Alternative School Services

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

Approval of CLC Uncollectable Accounts – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following Community Learning Center accounts as Uncollectable:

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

Approval of OASBO Section 457 Plan Revision – Upon the recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following OASBO Section 457 Plan Revision:

Approval of Worker’s 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 UniServices, Inc. and Wood County Educational Service Center, effective January 1, 2020 through December 31, 2020 at an enrollment cost of \$3,150:

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

Approval of Job Descriptions – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the following job descriptions:

- Assistant to the Treasurer
- Payroll Specialist
- Payroll & Accounting Assistant
- Bookkeeper
- Fiscal Data Specialist

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

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Approval of Adoption of Payroll Policy and Procedures Manual – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Hines seconded the motion to approve the adoption of the 2019-2020 Payroll Policies & Procedures Manual:

Roll Call: Yeas: Ms. Hines, Ms. Limes, 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 Approval of Second and Final Reading of Board Policies– Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the second and final reading of the following Board Policies:

- BCC Qualifications and Duties of the Treasurer
- DECA Administration of Federal Grant Funds
- JED Student Absences and Excuses
- JEE Student Attendance Accounting
- JFCK Use of Electronic Communications Equipment by Students
- JGD Student Suspension
- JHG Reporting Child Abuse and Mandatory Training

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

Approval of 2019-2020 Salary Schedule Addition – Upon the recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following addition of Custodian in 2019-2020 Salary Schedule:

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

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Approval of CLC STARS Program Rates for 2019-2020 – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following rates for the Community Learning Centers Before & After School Programs, effective May 1, 2019:

Before-After School STARS	Maintain \$3.75 per hour
Summer STARS	Maintain \$3.75 an hour with a \$23 per day maximum

A sliding-fee scale will continue to be utilized to provide partial scholarships to families with incomes below 300% of Federal Poverty Guidelines.

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

Approval of Adoption of WCESC New Logo – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Hines seconded the motion to approve the new logo for the Wood County Educational Service Center.

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

Approval of New Job Descriptions – Upon the recommendation of the Superintendent, Ms. Paredes moved and Ms. Hines seconded the motion to approve the following New Job Descriptions:

- Behavior Support Specialist
- Behavior Support Paraprofessional Supplemental
- Job Coach/ Teaching Assistant Paraprofessional Supplemental

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

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

Resignations

DeMari Brown, CLC Seasonal Program Assistant, effective 05/10/2019
Morgan Dougal, CLC Seasonal Program Assistant, effective 04/08/2019
Mike Fallis, CLC Program Supervisor, effective 04/05/2019
Celeste Grime, Para/Educational Aide, effective 07/01/2019
Jena Herold, CLC Seasonal Program Assistant, effective 05/10/2019
Kelsey Hickey, BG Intern School Psychologist, effective 08/09/2019
Christine Hitchcock, NWOET Receptionist/Clerical Asst, effective 05/03/2019
Renee Horton, CLC Seasonal Program Assistant, effective 03/29/2019
Olivia Martin, NWOET Recept/Clerical Asst, effective 05/18, 2019
Anna Nelson, CLC Academic Support Coordinator, effective 04/10/2019
Sherrie Owens, CLC Seasonal Program Assistant, effective 03/29/2019
Michael Riojas, NWOET Tech Support Student, effective 05/09/2019
Megan Rodgers, CLC Seasonal Program Assistant, effective 05/10/2019
Brianna Shiley, CLC Seasonal Program Assistant, effective 03/29/2019
Judith Tucker, NWOET Assoc Director of Prof Development, effective 08/01/2019

Unpaid Leave of Absence

Fran Caris, Para/Educational Aide, effective 04/01/2019-05/31/2019
Markesha Frazier, Unit Paraprofessional, effective 04/09/2019 – 05/31/2019

Retirement

Linda Bahler, Para/Educational Aide, effective 07/01/2019

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

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

New Hire School Year Student Workers

Douglas Burlew, WIOA Student Worker, effective 03/20/2019-06/30/2019,

Max 8 hrs p/day, As Needed

Jaze Priest, TANF Student Worker, effective 03/18/2019-06/30/2019,

Max 8 hrs p/day, As Needed

New Hire Seasonal Staff

Jacob Brewer, CLC Seasonal Program Assistant, effective 03/29/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Amber Collins, CLC Seasonal Program Assistant, effective 03/29/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Moriah Garcia, CLC Seasonal Program Assistant, effective 03/26/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Morgan Hudson, CLC Seasonal Program Assistant, effective 03/25/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Lily Kramer, CLC Seasonal Program Assistant, effective 03/29/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Malik Walls, CLC Seasonal Program Assistant, effective 03/26/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Amber Wilson, CLC Seasonal Program Assistant, effective 03/25/2019-

05/11/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

New Hire for 2018-2019 School Year

Kyra Fitzpatrick, Para/Student Attendant, effective 04/08/2019,

7.5 hrs p/day, 5 days p/wk, 36 days, A/N/1 – 1 yr limited

David Gamboa, Para/Student Attendant, effective 04/08/2019,

1 day @ 6.5 hrs p/day, 37 days @ 6.75 hrs p/day, A/N/6 – 1 yr limited

Rochelle Sikora, Para/Student Attendant, effective 03/18/2019,

5 hrs p/day, 5 days p/wk, 48 days, A/N/3 – 1 yr limited

Rehire for 2018-2019 School Year

Anna Nelson, CLC Program Supervisor, effective 04/11/2019-07/31/2019,

8 hrs p/day, 5 days p/wk, 80 days, CLC/PS/0

Classified Staff – Continued

Rehires for Summer 2019

Jacob Brewer, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Amber Collins, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Moriah Garcia, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Shanna Gilkeson, NWOET Receptionist/Clerical Assistant, effective 05/27/2019 – 08/17/2019, Max 29 hrs p/wk, As Needed, NWOET/SW/3
Morgan Hudson, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Lily Kramer, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Misty Lovejoy, NWOET Receptionist/Clerical Assistant, effective 05/27/2019 – 08/17/2019, Max 25 hrs p/wk, As Needed, NWOET/SW/1
Adam Novy, NWOET Technical Support, effective 05/27/2019 – 08/17/2019, Max 25 hrs p/wk, As Needed, NWOET/SW/2
Nishitha Reddy Narreddi, NWOET Receptionist/Clerical Assistant, effective 05/27/2019 – 08/17/2019, Max 25 hrs p/wk, As Needed, NWOET/SW/1
Malik Walls, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Amber Wilson, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0
Alicia Vanscoder, CLC Seasonal Program Assistant, effective 05/12/2019-08/17/2019, 5 hrs p/day, 5 days p/wk, As Needed, CLC/PA/0

Changes for 2018-2019 School Year

Tim Bialecki, effective 05/20/2019

From – CLC Site Coordinator, 8 hrs p/day, 5 days p/wk, 260 days, CLC/SC/2

To – CLC Sr. Team Leader, 7/1/18 – 11/4/18, 6 hrs p/day, 5 days p/wk, 90 days, CLC/STL/3,

& CLC Site Coordinator, 11/05/2018-05/19/2019, 8 hrs p/day, 5 days p/wk, 140 days, CCL/SC/2

& CLC Program Quality Coordinator, 05/20/2019-06/30/2019, 8 hrs p/day, 5 days p/wk, 30 days, CLC/PQC/3

Supplemental for 2018-2019 School Year

Aimee Miller, Unit Paraprofessional, effective 01/01/2019 – 06/01/2019, Max 20 hrs, As Needed, UP/2

Supplemental Change for 2018-2019 School Year

Margaret Adams, Unit Para, Extra Hours, effective 02/01/2019 - 05/31/2019

From – Max 10 hrs, UP/3

To – Max 20 hrs UP/3

Classified Staff - Continued

2019-2020

Newhire for 2019-2020 School Year

Judith Tucker, NWOET Professional Trainer II, effective 08/19/2019 – 12/20/2019, As Needed, Max 15 hrs p/week

Rehire for 2019-2020 School Year

Anna Nelson, CLC Program Supervisor, effective 08/01/2019 – 07/31/2020, 8 hrs p/day, 5 days p/wk, 262 days, CLC/PS/0

Changes for 2019-2020 School Year

Steve Beck, Custodian, effective 07/01/2019

From – Non-Salary Schedule, 8 hrs p/day, 5 days p/wk, 260 days

To – 8 hrs p/day, 5 days p/wk, 262 days, CUST/14

Supplementals for 2019-2020 School Year

Scott Mitchell, Behavior Coach, effective 08/12/2019 – 05/29/2020, 6.75 hrs p/day, 5 days p/wk, 192 days

Minda Parker, Food Service Support, effective 07/01/2019-06/30/2020, As Needed, Max 5 hrs p/wk. A/GF/25

Andy Thomas, Job Coach, effective 08/12/2019 – 06/01/2020, 6.75 hrs p/day, 5 days p/wk, 192 days,

Tara Vincent, Job Coach, effective 08/12/2019 – 06/01/2020, 6.75 hrs p/day, 5 days p/wk, 192 days,

Michelle Von Lehmden, PAX Good Behavior Games, effective 07/01/2019-06/30/2020, As Needed

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

2019-2020

Change for 2019- 2020 School Year

Lauren Napier, School Psychologist, effective 08/10/2019

From – 7 hrs p/day, 5 days p/wk, 262 days, PSYCH/N/8

To – 7 hrs p/day, 5 days p/wk, 262 days, PSYCH/N/11

University Student to Observe Classroom

Brandon Gillis – Alternative School

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

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

Approval of Summer 2019 & 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 Summer 2019 and New Classified Contracts for 2019-2020 School Year:

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

Approval of Summer 2019 & New Certified Contracts for the 2019-2020 School Year – Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the Summer 2019 and New Certified Contracts for 2019-2020 School Year:

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

Approval of Recommendation Pertaining to Non-Renewals for 2019-2020 - Upon the recommendation of the Superintendent, Ms. Limes moved and Mr. Smith seconded the motion to approve the following Non-Renewals for the 2019-2020 School Year:

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

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Governing Board Updates

Directors Reports:

Kyle Clark, Prevention Educational Director, reported the following:

- 10 major trainings are scheduled this spring and summer, including Trauma in the Classroom, YMHFA trainings, suicide awareness, Mindful Movements, and Pax.
- The Wood County Prevention Coalition and the WCESC Prevention Education Program staff were interviewed by Addiction Policy Forum, a nationwide nonprofit organization dedicated to eliminating addiction as a major problem. Discussion focused on innovative practices in prevention adopted by Wood County.
- Approximately 35 students are registered for the “We Are The Majority” rally in Columbus on April 30th.
- On May 2nd, ESC employee Milan Karna, will be a panelist for Ohio’s ADAPAO conference. On May 3rd, Mr. Karna will be a presenter to 7th and 8th graders at Saint Rose in Perrysburg, discussing the harms on vaping.

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

- A representative from the OSU Extension Office made visits to the CLCs of North Baltimore and Crim, providing nutrition programing.
- A special family program will be held on April 16th at the ESC. PAX Tools for Parents will help teach parents and guardians various strategies to manage their child’s behavior, and help them learn to self-regulate.

Penta Career Center Report – February 6, 2019 Board Meeting

Judith Parades reported the following:

- On March 28th a ceremony was held to induct 19 new students into the National Tech Honor Society.
- Chapter officers of SkillsUSA Opening /Closing Ceremony Team performed the ceremony that they will present at State Contest.

Executive Session

None

Adjournment

Motion by Mr. Long, and Seconded by Ms. Hines, to adjourn the meeting at 4:32 p.m.

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

ATTEST:

Kathy Limes, President

Gina R. Fernbaugh, Treasurer / CFO