

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
August 25, 2026

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 4:00 p.m. with the following members present: Ms. Kathy **Limes**, Ms. Judy **Paredes** (arrived @ 4:05p), Mr. Timothy **Smith** and Ms. Bethany **Vincent**. Also present: Mark **North**, Superintendent, Kyle **Kanuckel**, Associate Superintendent and Mr. Brad **McCracken**, Treasurer.

Absent:

N/A

Staff Members Present

N/A

Visitors Present

N/A

Director Report/Featured Program

N/A

Public Participation

N/A

Approval of Agenda

Mr. Smith moved and Ms. Limes seconded the motion to approve the board agenda.

Roll Call: Yeas: Ms. Limes, Mr. Long, Mr. Smith and Ms. Vincent

The chair declared the motion carried.

Approval of the Minutes

Ms. Limes moved and Ms. Vincent seconded the motion to approve the following minutes:

- Regular Board Meeting – July 28, 2026

Roll Call: Yeas: Ms. Limes, Mr. Long, Mr. Smith and Ms. Vincent

The Chair declared the motion carried.

REPORTS OF THE TREASURER

Approval of Cash Reconciliation Report – The Cash Reconciliation Report for the previous month was provided to each Board member. Members had the opportunity to ask questions &/or make comments regarding the report.

Ms. Limes moved and Mr. Smith seconded the motion to approve the Cash Reconciliation report for the month of July, 2026:

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

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Approval of Financial Report – The Financial Report for the previous month was provided to each Board member. Members had the opportunity to ask questions &/or make comments regarding the report.

Ms. Vincent moved and Mr. Smith seconded the motion to approve the Financial Report for the month of July, 2026:

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

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Approval of Bills – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Limes seconded the motion to approve the Bills for July, 2026:

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

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Approval of Investment Transaction Ledger – Upon the recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approve the Investment Transaction Ledger for the month of July, 2026:

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

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Approval of Donations – Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Vincent seconded the motion to approve the acceptance of the following donations:

From: Savage & Associates \$200.00
To Benefit: 2026 Trunk or Treat (Back-to-School)

From: Kiwanis Club of Bowling Green \$2,000.00
To Benefit: Community Learning Centers

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

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Approval of FY27 Grant Allocations – Upon the recommendation of the Treasurer, Ms. Vincent moved and Ms. Limes seconded the motion to approve the following FY27 grant allocations:

\$25,000	Parent Mentor (516-9927)
\$30,202.02	School Psychologist Intern (499-9227)

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

Approval of Addition to the 2026-2027 Salary Schedule Staff – Upon recommendation of the Treasurer, Ms. Limes moved and Ms. Vincent seconded the motion to approve the following addition to the 2026-2027 Salary Schedule Staff (Table of Contents & pg. 34):

Roll Call: Yeas: Ms. Limes, Mr. Long, Mr. Smith and Ms. Vincent
The chair declared the motion carried.

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Approval of Addition to the Non-Salary Schedule Staff for 2026-2027 – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approve the following addition to the Non-Salary Schedule Staff for 2026-2027:

*Roll Call: Yeas: Ms. Limes, Mr. Long, Mr. Smith and Ms. Vincent
The chair declared the motion carried.*

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Approval of WCESC Service Agreements w/Local School Districts – Upon recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion to approval of the following service agreements w/local school districts:

Fiscal Year 2026 (ESY):

- Bowling Green City S.D. – Preschool Clinic Assessments
- Genoa Local S.D. – APE Home Instruction
- Genoa Local S.D. – SLP Instruction
- Genoa Local S.D. – MD/Tutor Instruction
- Genoa Local S.D. – MD – 1/1 Instruction/Planning
- Genoa Local S.D. – Intervention Specialist
- Genoa Local S.D. – PreK Itinerant Services
- Perrysburg E.V.S.D. – Intervention Specialist

*Roll Call: Yeas: Ms. Limes, Mr. Long, Mr. Smith and Ms. Vincent
The chair declared the motion carried.*

Approval of Creation of Fund #019-004 – Upon the recommendation of the Treasurer, Ms. Limes moved and Mr. Smith seconded the motion the creation of fund #019-004 to contain donations to Grandparents/Trunk or Treat.

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

Approval of Transfer of Funds – Upon the recommendation of the Treasurer, Ms. Paredes moved and Ms. Vincent seconded the motion to approve the transfer of the following funds:

- #019-9003 (Addiction Task Force) \$50.00 to #020-9027 (Prevention Education – Out of County Training)
- #019-9315 (Drug Free Sustainability) \$4,463.51 to #020-9027 (Prevention Education – Out of County Training)
- #011-9027 (Credit Recovery) \$5,006.39 to #019-9004 (Grandparents/Trunk of Treat)

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

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Approval of MOU between Wood County Board of County Commissioners, Wood County ESC & Northwest Ohio Computer Services Cooperative & CNI – Upon the recommendation of the Treasurer, Ms. Vincent moved and Mr. Smith seconded the motion to approve the following Memorandum of Understanding between Wood County Board of County Commissioners, Wood County ESC and Northwest Ohio Computer Services Cooperative & CNI for the installation of new fiber to JDC & JRC:

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

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Approval of FY27 Forecast Revenues & Appropriations – Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Limes seconded the motion to approve the following FY27 Forecast Revenues & Appropriations:

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

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SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS TO BOARD

Approval of Data Protection Addendum – Upon recommendation of the Superintendent, Ms. Vincent moved and Ms. Limes seconded of the following Data Protection Addendum between Wood County ESC and CharacterStrong LLC This Addendum supersedes the Contract by adding to, deleting from and modifying the Contract as set forth herein::

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

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Approval of Agreement w/Medibag Pharmacy Promotions – Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Paredes seconded the motion to approve the following Reservation Agreement with Medibag Pharmacy Promotions, at a cost of \$2,484. Bags will be distributed with a circulation of 24,000.

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

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Approval to Memberships – Upon recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following memberships:

- Ohio Association of Pupil Services Administrators (Jessie Dible) \$150
- Ohio Association of Pupil Services Administrators (Joe Taylor) \$150

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

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Approval of Annual Payment to WC Family & Children First Council – Upon recommendation of the Superintendent, Ms. Limes moved and Ms. Vincent seconded the following annual payment to Wood County Family & Children First Council in the amount of \$20,000:

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

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

- Personnel and Management Coordinator
- Prevention Education Team Manager

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

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Declaration of Emergency Resolution & Approval of Agreement w/SHP for Professional Design Services – Upon recommendation of the Superintendent, Ms. Limes moved and Mr. Smith seconded the motion to declare an emergency resolution and approve the following agreement w/SHP for professional design services associated with the Center’s Pathe/Pace programs relocation project:

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

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Staff Personnel

Approval of Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations, Leave of Absences – Upon the recommendation of the Superintendent, Ms. Vincent moved and Ms. Paredes seconded the motion to approve the following Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations:

Resignations

Peyton **Bayless**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Avalyn **Bihary**, Seasonal Program Assistant (CLC), effective 8/4/2026
 Addison **Bittinger**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Erin **Brooks**, Para/Student Attendant (WL), effective 8/2/2026
 Zoey **Burns**, Seasonal Program Assistant (CLC), effective 8/15/2026
 David **Butte**, Transition Para (PB), effective 8/2/2026
 Marissa **Calva**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Taylor **Cookson**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Aidan **D'Anna**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Aurora **Dzurko**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Marina **Espinoza**, Para/Educational Aide (PB), effective 8/22/2026
 Sammy **Fletcher**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Isabelle **Genson**, Para/Student Attendant (MD), effective 8/7/2026
 D'Anne **Hodoh**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Candy **Jacobs**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Janette **Johnson**, Para/Educational Aide (PB), effective 8/2/2026
 Jillian **Kaminsky**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Shelby **Keifer**, Personnel Secretary/Substitute Management Coordinator, effective 8/22/2026
 Madalyn **Kimmel**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Ella **Koetje**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Matthew **Kruzel**, Para/Educational Aide (LA), effective 8/2/2026
 Priscilla **Maldonado**, Para/Educational Aide (MD), effective 8/6/2026
 Samantha **Managhan**, Para/Educational Aide (PB), effective 8/2/2026
 Diana **Miller**, Special Contract Employee (NW), effective 8/5/2026
 Jenny **Myers**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Alyssa **Shinaver**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Ava **Stuckey**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Edelinda **Tavares-Bustos**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Zoe **Turner**, Para/Educational Aide (NW), effective 8/2/2026
 Ally **Wilhelm**, Seasonal Program Assistant (CLC), effective 8/15/2026
 Kathy **Wilson**, Para/Educational Aide (NW), effective 8/2/2026
 Angela **Wolf**, Para/Educational Aide (PB), effective 8/2/2026

Termination(s)

Jordan **Braund**, Para/Educational Aide (PB), Abandonment of job, effective 8/21/2026

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

Approval of Classified Personnel – Upon the recommendation of the Superintendent, and in accordance with the provisions of the Ohio Revised Code, Ms. Limes moved and Ms. Vincent seconded the motion to approve the employment of the following Classified Personnel:

New Hires/Rehires 2025-2026 School Year

Michael **Shaneck**, Prevention Education Specialist, As needed
N/A, effective 7/27/2026-7/31/2026

New Hires/Rehires 2026-2027 School Year

Morgan **Barry**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk.,
177 days, UPK4/5, effective 8/6/2026-5/20/2027
Sarah **Bishop**, Para/Educational Aide (NB), 7 hrs. p/day, 4 days p/wk.,
As needed, PD/5, effective 8/17/2026-11/30/2025
Jordan **Braund**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk.,
177 days, UPK4/3, effective 8/6/2026-5/20/2027
Bethany **Brough**, Para/Student Attendant (NW), 6.75 hrs. p/day, 5 days p/wk.,
188 days, PD/0, effective 8/17/2026-5/28/2027
Mindy **Dunlap**, Para/Student Attendant (WL), 7.5 hrs. p/day, 5 days p/wk.,
186 days, PWL/2, effective 8/24/2026-5/27/2027
Isabella **Genson**, Para/Student Attendant (MD), As needed,
1.5 days, PMD/1, effective 8/5/2026-8/6/2026
Jaden **Gootjes**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk.,
181 days, UP/0, effective 8/6/2026-5/20/2027
Diana **Haxton**, Personnel and Management Coordinator, 7 hrs. p/day,
5 days p/wk., 233 days, PMC/20, effective 8/10/2026-6/30/2027
Chariel **Henson**, Para/Education Aide (OT), 6.917 hrs. p/day, 5 days p/wk.,
179 days, PD/2, effective 8/17/2026-5/25/2027
Julie **Hergert**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk.,
177 days, UPK4/9, effective 8/6/2026-5/20/2027
Arienne **Hinkle**, Para/Educational Aide (PB), 6.75 hrs. p/day, 4 days p/wk.,
144 days, UPK4/0, effective 8/6/2026-5/20/2027
Alicia **Holdren**, Consultant, As needed, N/A,
effective 7/1/2026-6/30/2027
Erin **Johnson**, Para/Student Attendant (MD), 6.75 hrs. p/day,
5 days p/wk., 187 days, PMD/5, effective 8/5/2026-5/27/2027
Shelby **Kepling**, Para/Educational Aide (NB), 7 hrs. p/day, 5 days p/wk.,
187 days, PD/4, effective 8/17/2026-5/27/2027
Katherine **Knighton**, Para/Educational Aide (PB), 6.75 hrs. p/day,
5 days p/wk., 177 days, UPK4/0, effective 8/6/2026-5/20/2027
Nicole **Landrum**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk.,
177 days, UPK4/6, effective 8/6/2026-5/20/2027
Laura **Lewis**, Para/Educational Aide (PB), 6.75 hrs. p/day,
5 days p/wk., 160 days, UPK4/0, effective 9/3/2026-5/20/2027
Brenda **Martinez**, Para/Student Attendant (WL), 7.5 hrs. p/day, 5 days p/wk.,
177 days, PWL/16, effective 9/4/2026-5/27/2027
Alexandria **Metzler**, Para/Educational Aide (PB), 6.75 hrs. p/day,
5 days p/wk., 177 days, UPK4/0, effective 8/6/2026-5/20/2027

Courtney **Mueller**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk., 177 days, UPK4/1, effective 8/6/2026-5/20/2027
 Jenna **Muetze**, Para/Student Attendant (MD), 6.75 hrs. p/day, 5 days p/wk., 192 days, PMD/2, effective 8/5/2026-5/28/2027
 Nicole **Porter**, Transition Para (PB), 6.75 hrs. p/day, 5 days p/wk., 173 days, TR/2, effective 8/31/2026-5/20/2027
 Mya **Rogers**, Para/Student Attendant (WL), 7.5 hrs. p/day, 5 days p/wk., 186 days, PWL/5, effective 8/24/2026-5/27/2027
 Michael **Shaneck**, Prevention Education Specialist, 7 hrs. p/day, 3 days p/wk., 123 days, N/A, effective 8/3/2026-5/26/2027
 April **Walters**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk., 177 days, UPK4/0, effective 8/6/2026-5/20/2027
 Samantha **Yanez**, Para/Educational Aide (PB), 6.75 hrs. p/day, 5 days p/wk., 179 days, UPK4/2, effective 8/6/2026-5/20/2027

Changes 2026-2027 School Year

Jenny **DeVries**, Para/Educational Aide (PB), From 6.75 hrs. p/day, \$22,592.72 To 5.75 hrs. p/day, effective 8/14/2026
 Rebecca **Peer**, Para/Educational Aide (PB), From 3.7hrs. p/day, 5 days p/wk., 177 days, \$13,394.48 To As needed, effective 8/6/2026-5/20/2027
 Hannah **Pickett**, Para/Educational Aide (PB) From 177 days, \$24,611.85 To 178 days, effective 8/13/2026-5/19/2027

Supplementals 2026-2027 School Year

Diana **Haxton**, Sub Coordinator–Extra Hours, As needed, effective 8/10/2026-6/30/2027

Unpaid leave of Absence

Marissa Cole, Para/Educational Aide (PB), effective 8/28/2026-11/2/2026

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

Approval of CLC Seasonal Program Assistants through Contract Management – Upon the recommendation of the Superintendent, and in accordance with the provisions of the Ohio Revised Code, Ms. Vincent moved and Mr. Smith seconded the motion to approve the employment of the following CLC Seasonal Program Assistants through Contract Management for the fall session (August 16, 2026 – May 15, 2027):

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

Approval of Certified Personnel – Upon the recommendation of the Superintendent, and in accordance with the provisions of the Ohio Revised Code, Mr. Smith moved and Ms. Limes seconded the motion to approve the employment of the following Certified Personnel:

Supplementals 2025-2026 (ESY)

Christin **Lee**, Intervention (ESY), As needed,
effective 6/1/2026-8/5/2026

New Hires 2026-2027 School Year

Kaitlyn **Brazeau**, Special Contract Employee (PB), 7 hrs. p/day, 5 days p/wk.
186 days, SC/PB, effective 8/4/2026-5/20/2027

Madeline Burtch, Special Contract Employee (WL), 7.5 hrs. p/day,
5 days p/wk., 185 days, SC/WL, effective 8/17/2026-5/25/2027

Racquel **Ellis**, Long-Term Substitute/MD Teacher, 7 hrs. p/day,
5 days p/wk., 184 days, Sub/NW, effective 8/5/2026-5/28/2027

Brittney **King**, Special Contract Employee (BG), 6.75 p/day, 5 days p/wk.,
183 days, SC/NB, effective 8/17/2026-5/27/2027

Julie **McCullough**, APE Substitute, As needed, N/A,
effective 8/5/2026-5/20/2027

Marissa **Polson**, Occupational Therapist, 7 hrs. p/day, 5 days p/wk.,
185 days, OT/2, effective 8/5/2026-5/20/2027

Erica **Winters**, SLP, 7 hrs. p/day, 5 days p/wk., 185 days,
SLP/0, effective 8/5/2026-5/20/2027

Changes 2026-2027 School Year

N/A

Supplementals 2026-2027

Amy **McAnally**, RESA Mentor, As needed, effective 8/5/2026-6/7/2027

Katie **Miner**, Special Contract Employee-Extra Hours, As needed,
SC/NW, effective 8/13/2026-5/28/2027

Diana **Neumann**, JRC Teacher/Intervention Specialist-Extra Hours,
As needed, M/20, effective 8/7/2026-5/20/2027

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

Approval of Substitutes – Upon the recommendation of the Superintendent, Ms. Limes moved and Ms. Vincent seconded the motion to approve the following new Substitutes for the 2026-2027 school year:

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

Governing Board Updates:**Penta Career Center Report:** N/A**Legislative Liaison Report:** N/A**Student Achievement Liaison Report:** N/A**Adjournment**

Motion by Mr. Long and seconded by Ms. Limes to adjourn the meeting at 4:37 p.m.

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

ATTEST:

Joseph Long, President

Brad McCracken, Treasurer/CFO