

WOOD COUNTY EDUCATIONAL SERVICE CENTER
Regular Governing Board Meeting Minutes
February 28, 2023

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

Absent:

Judy **Hines**, Board Member

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 Mr. Long seconded the motion to approve the board agenda.

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

Approval of the Minutes

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

- Regular Board Meeting – January 24, 2023

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

Mr. Long moved and Mr. Smith seconded the motion to approve the following Cash Reconciliation report for the month of January, 2023:

Roll Call: Yeas: Ms. Limes, Mr. Long, Ms. Paredes and Mr. Smith. 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. Paredes moved and Mr. Smith seconded the motion to approve the following Financial Report for the month of January, 2023:

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

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Approval of Bills – Upon the recommendation of the Treasurer, Mr. Long moved and Mr. Smith seconded the motion to approve the following Bills for January, 2023:

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

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Approval of Investment Transaction Ledger – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Investment Transaction Ledger for the month of January, 2023:

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

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

Transfer of \$0.58 final balance from Prevention Education Fund 019-9622 to
Prevention Education Fund 019-9623.

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

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Approval of Revised FY23 Expected Revenues & Appropriations – Upon recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following Revised FY23 Expected Revenues & Appropriations:

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

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Approval of Employee Reassignment – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Long seconded the motion to approve the following Employee Reassignment:

Reassign Tammy Hefflinger to assist the Fiscal Office for up to three days per week for the remainder of her current contract, beginning 2/21/2023. Cost for days worked with the fiscal office are to be assigned to the Fiscal Office 001 funds relieving those costs from fund 509-9423 and 011-9023.

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

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Approval of WCESC Service Agreements with Agencies & School Districts – Upon recommendation of the Treasurer, Mr. Smith moved and Mr. Long seconded the motion to approve the following Service Agreements with School Districts:

Fiscal Year 2023:

- Perrysburg S.D. – Occupational Therapy Services (COTA)
- Perrysburg S.D. – Occupational Therapy Services (Substitute)

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

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Approval of WCESC 2023-2024 County Service Agreements – Consortium Services and Specialized Services – Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following contracts for consortium services and/or specialized services:

- Elmwood Local S.D. ~ Consortium Services
- Lake Local S.D. ~ Consortium Services and Specialized Services
- Northwood Local S.D. ~ Consortium Services and Specialized Services
- Perrysburg Exempted S.D. ~ Consortium Services and Specialized Services
- Rossford Exempted S.D. ~ Consortium Services and Specialized Services

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

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SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO BOARD

Recommendation Pertaining to Memberships – Upon the recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve the following membership:

- North Baltimore Area Chamber of Commerce in the amount of \$200

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

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Recommendation Pertaining to Northern Buckeye Educational Council Internet Service Contract –

Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following internet service contract with Northern Buckeye Educational Council (NBEC), effective July 1, 2023 – June 30, 2026:

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

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Recommendation Pertaining to Credit Recovery Consulting Contract – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Long seconded the motion that Wood County Educational Service Center enter into the following Credit Recovery Consulting Contract with Maureen Underwood & Associates for the completion of two manualized 60-minute Violence Prevention Curriculum and two manualized 60-minute Suicide Prevention Curriculum. Both curriculums will be completed and delivered to WCESC by May 1, 2023. Technical assistance and consulting on both curriculum content is included through December 1, 2023.

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

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Recommendation Pertaining to Pay Raises for the 2023-2024 School Year – Upon the recommendation of the Superintendent, Mr. Smith moved and Mr. Long seconded the motion to approve a 2.35% pay raise for the 2023-2024 school year.

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

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Recommendation Pertaining to Fox36 Agreement – Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the following agreement with Wood County Educational Service Center (Prevention Coalition) and Fox36 for advertising effective March & April 2023 in the amount of \$2,800.00:

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

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Recommendation Pertaining to Lamar Agreement – Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to approve the following agreement between Wood County Educational Service Center (Prevention Coalition) and Lamar for advertising effective 4/3/2023 – 4/30/2023 in the amount of \$1,350.00:

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

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Recommendation Pertaining to Credit Recovery Consulting Contract – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion for approval of the following Credit Recovery Consulting Contract between WCESC and Terry Farris, Ph.D. Effective March 1, 2023 through June 30, 2023, the consultant will write and/or revise credit recovery courses and/or update existing courses for the following: Biology, Algebra I, Algebra II, American History, Modern World History, Careers, English Literature I, General Math and Practical English. The consultant will be paid \$1,000 for each course review and rewrite, as work is completed.

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

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Recommendation Pertaining to Job Description – Upon the recommendation of the Superintendent, Mr. Long moved and Ms. Paredes seconded the motion to approve the following job descriptions:

- Nurse Assistant
- Community Learning Centers – Program Quality Manager

Roll Call: Yeas: 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. Smith moved and Ms. Paredes seconded the motion to approve the following Abolishments, Resignations, Retirements, LOAs, RIFs, and Terminations:

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

Resignations:

Noah **Archer**, CLC Seasonal Program Assistant, effective 1/23/2023
 Mackenzie **Ault**, CLC Seasonal Program Assistant, effective 2/27/2023
 Emma **Billmaier**, CLC Program Assistant, effective 3/4/2023
 Jacob **Bond**, CLC Team Leader, effective 2/18/2023
 Theresa **Grande-Hill**, Receptionist/Office Coordinator, effective 3/21/2023
 Patricia **Hyland**, Psychologist, effective 2/7/2023
 Kelsey **Little**, Para/Educational Aide, effective 3/4/1023
 Teresa **Osborn**, Education Aide/Para, effective 1/28/2023
 Alayna **Rodgers**, CLC Site Coordinator, effective 1/28/2023
 Taylor **Sickler**, CLC Program Quality Coordinator, effective 1/28/2023
 Wade **Quintana**, CLC Senior Team Leader, effective 2/25/2023

Retirement

Julianne **Lach**, MD Intervention Specialist, effective 5/20/2023

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

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

New Hires 2022-2023 School Year

Misty **Gilliam**, Para/Educational Aide, 7 hrs. p/day, 5 days p/wk., 85 days, P/4, effective 1/17/2023-5/25/2023
 Olivia **Henthorn**, Para/Educational Aide, 6.5 hrs. p/day, 4 days p/wk., 67 days, P/10, effective 1/26/2023-5/26/2023
 Thomas **Leuschner**, Transitional Para, 7 hrs. p/day, 5 days p/wk., 80 days, TP/0, effective 1/25/2023-5/25/2023
 Mindy **Mink**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 66 days, P/6, effective 2/14/2023-5/19/2023
 Stephanie **Peer**, Unit Para, 6.75 hrs. p/day, 5 days p/wk., 76 days, UP/0, effective 2/1/2023-5/25/2023
 Charlotte **Russell**, Nurse Assistant, 8 hrs. p/day, 5 days p/wk., 74 days Effective 2/8/2023-6/2/2023
 Taylor **Sickler**, CLC Program Quality Manager, 8 hrs. p/day, 5 days p/wk., 131 days (prorated), CLC/PQM/6, effective 1/30/2023-7/31/2023
 Jennifer **Wilhelm**, Prevention Education Specialist, 7 hrs. p/day, 5 days p/wk., 91 days, effective 1/19/2023-6/5/2023
 Makayla **Young**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 65 days, P/15, effective 2/22/2023-6/1/2023

Seasonal New Hires 8/14/2022-5/20/2023

Caleb **Adams**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/3, effective 2/15/2023-5/20/2023
 Jacob **Bond**, CLC Site Team Leader, 6 hrs. p/day, 5 days p/wk., 110 days, CLC/STL/0, effective 1/30/2023-6/30/2023
 Hope **Frohnepfel**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/0, effective 1/24/2023-5/20/2023
 Kiana **Haney**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/0, effective 1/30/2023-5/20/2023
 Philomena **London**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/0, effective 1/30/2023-5/20/2023
 Peyton **Massey-Adams**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/2, effective 1/9/2023-5/20/2023
 Ashlie **Spencer**, CLC Seasonal Program Assistant, As needed, As needed, CLC/PA/0, effective 1/17/2023-5/20/2023

Changes 2022-2023 School Year

Melissa **Jackson**, From Unit Para, 5 days p/wk., UP/1, \$21,200 p/yr.,
To Unit Para, 4 days p/wk., 69 days (prorated), effective 1/17/2023

Taryn **Joyce-Mendive**, From COTA Sub, 5 days p/wk., As needed,
AA/3, To COTA, 2 days p/wk., As needed, AA/3,
effective 2/15/2023-5/25/2023

Emily **Perkins**, From CLC Senior Team Leader, 6 hrs. p/day,
5 days p/wk. To CLC Site Coordinator, 8 hrs. p/day, 5 days p/wk.,
effective 1/20/2023

Supplementals 2022-2023 School Year

Cayden **Adams**, Day Care/Grandparent Nights – 20 hrs. max,
As needed, effective 1/31/2023

Jennifer **Huber**, Building Sub (NW), As needed, effective 1/11/2023

Brittany **Mihlbauer**, Unit Para – Overtime Hours, As needed,
UP/O, effective 11/28/2022-1/28/2023

Brittany **Mihlbauer**, Para/Educational Aide – Overtime Hours,
As needed, P/7, effective 1/30/2023-5/25/2023

Lisa **Stewart**, Unit Para – Overtime Hours, As needed, UP/4,
effective 1/30/2023-5/25/2023

Jennifer **Wilhelm**, Prevention Education Specialist – Extra
Hours (50 max), As needed, Effective 2/14/2023-6/30/2023

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

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

New Hires 2022-2023 School Year

Aaron **Witt**, Speech-Language Pathologist, As needed,
SLP/M/O, effective 1/17/2023

Supplementals 2022-2023 School Year

Andrew **Friess**, Summer School -JRC, As needed,
As needed (16 days max), M/28, effective 6/5/2023-7/28/2023
Cheryl **Grote**, Summer School -JRC, As needed,
As needed (16 days max), M/27, effective 6/5/2023-7/28/2023
Kyle **Kanuckel**, Summer School -JRC, As needed,
As needed (15 days max), N/A, effective 6/5/2023-7/28/2023
Diana **Neumann**, Summer School -JRC, As needed,
As needed (30 days max), M/16, effective 6/5/2023-7/28/2023
Carolyn **Templin**, Preschool Itinerant, M/28, effective 1/20/2023

Recommendation Pertaining to Substitutes – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following new Substitutes for the 22-23 school year:

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

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Recommendation Pertaining to Agreement for Managed Wireless Service – Upon the recommendation of the Superintendent, Mr. Long moved and Mr. Smith seconded the motion to authorize Mark North and Brad McCracken to approve up to a 3-yr. agreement for Managed Wireless Service.

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

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Governing Board Updates:

Penta Career Center Report: Judith Paredes reported that the following items are being discussed:

- Students hard at work for FCLA, Skills USA
- Good interest at Hockey Night for information of Penta programs

Legislative Liaison Report: N/A

Student Achievement Liaison Report: N/A

Adjournment

Motion by Ms. Paredes and seconded by Mr. Smith to adjourn the meeting at 3:45 p.m.

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

ATTEST:

Kathy Limes, President

Brad McCracken, Treasurer/CFO